

History Major Transfer Credit Form

Procedure for Requesting Transfer Credit for the History Major

1. You must speak with the Undergraduate Coordinator during office hours to make a request of transfer credit for the History Department.
2. **History Majors may only petition for a total of TWO to THREE* courses outside of the department of History for transfer credit petition.**
 - * Students may request up to two transfer credits if studying abroad for one semester, or transferring to Cornell from another institution as a sophomore. Students may request up to three transfer credits if studying abroad for a full year, or transferring to Cornell from another institution as a junior. Additionally, students may request up to three transfer credits if they are both a transfer student and also studied abroad for a semester.*
3. Compile a folder for each course for which you are requesting credit. Please include:
 - The History Department's Transfer Credit Form.
 - The form from either the Registrar or from Cornell Abroad requiring the Director of Undergraduate Studies signature.
 - A transcript or grade sheet, highlighting the courses for which you are requesting credit.
 - The syllabus for the course. (This is essential.) If the instructor distributed only a bibliography, compose a brief (2-3 sentence) description of the course structure, requirements, and grading.
 - Include one written assignment. If the instructor did not return the work, or if oral exams comprised a significant portion of the grade, include a brief description (2-3 sentences) of the work you completed, but are unable to include in the folder.
4. Please turn in your Transfer Credit form(s) and ALL supporting materials to Judy Yonkin (450 McGraw Hall).

History Major Transfer Credit Form

Date: _____

Name: _____ CUID: _____ Email: _____

Course Information: This is for History Major Credit ONLY. Limited to TWO or THREE courses (turn form over for additional information).

Type of transfer credit you are requesting:

Credit from Abroad

Credit from other U.S. Institutions

Other Cornell Courses

<u>University/Dept</u>	<u>Course #</u>	<u>Credits</u>	<u>Course Title</u>	<u>This course fulfills:</u>	<u>Grade:</u>
_____	_____	_____	_____	Pre-1800 Non-U.S.	_____
_____	_____	_____	_____	Pre-1800 Non-U.S.	_____
_____	_____	_____	_____	Pre-1800 Non-U.S.	_____

Written materials submitted for this approval include:

Syllabus

Papers and/or written exams

Description of oral exam

Course Description

Basis for determination of grade in course (e.g., three 5 pp. papers; oral exam, etc):

Additional Comments (including counting an abroad/transfer course towards the major's 2000-level seminar requirement, or rationale for other Cornell courses taken through an off-campus program and not cross-listed with HIST):

Please return this form and all supporting documents to the Undergraduate Coordinator, Judy Yonkin - History Department, 450 McGraw Hall.

Approval of Director of Undergraduate Studies: _____ Date: _____