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 THREE courses outside of the department of History for transfer credit petition.**
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. (<u>This is essential</u>.) If the instructor distributed only a bibliography, compose a brief (2-3 sentence) description of the course structure, requirements, and grading.
   - Include all available written work. 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 THREE courses.*

Type of transfer credit you are requesting:

Credit from Abroad Credit from other U.S. Institutions Other Cornell Courses, not cross-listed History

University/Dept	Course #	Credits	Course Title	This course fulfills:		Grade:
_____	_____	_____	_____	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 if you wish for a course to count towards the major's 2000-level seminar requirement**):**

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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: _____