



## Application for Transfer Evaluation

(One course per form)

For a course taken outside the University to count as the equivalent of a First-Year Writing Seminar, it must follow the Institute's guidelines for Cornell's First-Year Writing Seminars. So that we may advise your college of whether we believe a course you have taken elsewhere is equivalent, please answer the questions below. Return this form to Amanda Munson (anm94@cornell.edu).

\_\_\_\_\_  
Your Name (please print clearly)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Your College (at Cornell)

\_\_\_\_\_  
Class of

1. What institution offered the course?  
\_\_\_\_\_

2. What is the offering department, course #, and title?  
\_\_\_\_\_

3. Where was this course held? Give the name of the high school or college campus. (On-line courses cannot be approved.)  
\_\_\_\_\_

*You must attach proof for questions 4-11 below. Acceptable proofs must include syllabi and/or letters from the course instructor or sponsoring department; also helpful are papers written for the course and college catalogue descriptions.*

4. What grade did you receive in the course? (B+ or better required) \_\_\_\_\_

5. How many credit hours were received for this course? (3 credits required) \_\_\_\_\_

6. a) Does this course appear on your high school transcript? b) Was it offered only to high school students?

(If the answer to either question is yes, the course cannot be approved.)

a) \_\_\_\_\_ b) \_\_\_\_\_

7. How many weeks and how many hours per week did this course meet? \_\_\_\_\_

8. How many formal essays did you write? (minimum of five required) \_\_\_\_\_

9. For how many of the formal essays did you prepare drafts and other preparatory work? \_\_\_\_\_

10. How many pages did the essays total? (minimum of twenty-five pages required) \_\_\_\_\_

11. Approximately what percentage of classroom time directly involved expository writing? \_\_\_\_\_

Knight Institute Review:

\_\_\_\_\_ Approved\* \_\_\_\_\_ Disapproved

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date

**\*IMPORTANT: Approval by the Knight Institute is only the first step toward transfer credit. If the course has been approved, your college registrar's office will then conduct its own review, including review of your transcript. If the course is approved, the registrar will apply the credit to your record. Engineering students may use an approved form from the Knight Institute for section B on the College of Engineering's Transfer Credit Application Form.**