

## APPLICATION FOR COLLEGE CREDIT EARNED IN HIGH SCHOOL

**Student Instructions:**

- Submit one form for each college course completed.
- Part I: To be completed by the student, then forwarded to high school with an addressed envelope for the high school to forward on to the college where course work was completed.
- Part II: To be completed by a high school official, then forwarded to the offering college.
- Part III: To be completed by offering college official and returned as a completed form to the CALS Office of Student Services (see above for contact information).
- If you would like the course to count towards a major requirement, please contact the major/home department directly to learn about their review process.
- Students are limited to [15 placement by exam](#) credits (this includes all non-Cornell (transfer) credit earned before a student’s first semester in a college/university).

*Please note: Incomplete applications can **NOT** be evaluated.  
Complete forms will be evaluated in 5-10 business days.*

**Before completing this form, please review Cornell’s policy on college credit completed in high school, non-Cornell (transfer) credit may be accepted by CALS when:**

- the credits are earned at an accredited institution;
  - Please note: “Cornell University does not accept credit for courses sponsored by colleges but taught in specific sections to high school students, even if the college provides a transcript of such work.”
- The course is taken on a college/university campus or online with matriculated degree students, and is taught by college/university faculty.
- The credits do not duplicate course work already completed at Cornell;
- the credits have not been applied toward high school graduation or CALS admissions requirements
- the grade earned is “C” or better; and
- an official transcript is sent directly to the CALS Office of Student Services from the college/university where the credits were completed.

### PART I: STUDENT AND COURSE INFORMATION

(To be completed by the student)

\_\_\_\_\_  
Student’s Name

\_\_\_\_\_  
7-Digit Cornell ID

\_\_\_\_\_  
High school graduation date

Did student participate in a dual enrollment program? **YES** or **NO**

\_\_\_\_\_  
College where credit was earned

\_\_\_\_\_  
Course #

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Credit Hours

**Form Continues On Second Page**

## PART II: HIGH SCHOOL INFORMATION

(To be completed by a high school official)

I certify that the above course was **NOT** applied toward high school graduation requirements.

Place  
Official Seal  
Here

Signature

Date

Name of High School Official

Title

Contact Information (High School)

City, State

Phone Number & Email

## PART III: COLLEGE INFORMATION

(To be completed by the college registrar, where course work was completed.)

Please circle YES or NO for each of the following questions...

The course instructor is a faculty member (includes adjunct) at the college offering the course.

YES or NO

Was the course/section taken on the college/university campus with matriculated degree-seeking students, and is taught by college/university faculty?

YES or NO

Was this course/section taught in high school?

YES or NO

Was this course/section restricted to high school students?

YES or NO

Was this course/section part of an early college program?

YES or NO

Was this course/section taught online?

YES or NO

Place  
Official Seal  
Here

Signature

Date

Name of College Official

E-mail

Title

College

Phone Number

City, State

## ADDITIONAL OPTIONAL COMMENTS (Please Print)

The College of Agriculture and Life Sciences and Cornell University reserve the right to determine, in their sole discretion, whether course credit earned at other schools, either secondary or post-secondary, meet the College's and the University's academic standards and will, therefore, be eligible to be applied toward Cornell degree requirements. Applicants and matriculated students should not assume that, because a particular course taken at another school is listed as a recommended course or a foundational course, it will necessarily be eligible for Cornell credit.