



The Department of  
**Anthropology**

## Transfer Credit Checklist

### Before You Take the Course

*Submit the following items for preliminary review:*

Download and complete Department of Anthropology Credit Transfer Application

Course Syllabus (Syllabus from a prior year is acceptable)

Reading List and List of Course Assignments (if not included on the syllabus)

Turn in all items to 261 McGraw Hall, or email your materials to Margaret Rolfe at [mr37@cornell.edu](mailto:mr37@cornell.edu).

Your application will not be processed until we have received all materials. You will receive an e-mail response from the Director of Undergraduate Study indicating the likelihood of a credit transfer approval. Final decisions are made after you have completed the course.

### After You Take the Course

*Submit the following items for credit transfer approval:*

Completed Department of Anthropology Credit Transfer Application

Your Preliminary Review decision email from the Director of Undergraduate Study (if available)

Transcript from the institution where you completed the course.  
(For Anthropology purposes, a transcript copy or an unofficial transcript will suffice.)

Course Syllabus for the exact course and semester taken

Reading List and List of Course Assignments (if not included on the syllabus)

1-2 major graded assignments you completed such as a final research paper and a final exam.  
(We may ask to see additional course work.)

Your College's Application for Credit Transfer  
(Example: College of Arts and Sciences Application for Credit from Other Institutions)

Turn in all items to 261 McGraw Hall, or email your materials to Margaret Rolfe at [mr37@cornell.edu](mailto:mr37@cornell.edu).

Your application will not be processed until we have received all materials. Once the decision is made, you will receive an e-mail notification letting you know when to pick up the signed College Application Form.

If you are not in possession of the syllabus or your final exam, please contact the course instructor and the department administration and request those from them. We will accept an exam prompt if the final exam is not attainable.

**Special Circumstances:** To approve credit transfer for 4000-level courses we require a substantive seminar component and a final research paper (or an appropriate equivalent).