Memorandum to the Registrar

Transfer of Credits from Elsewhere (TCE)

Transfer of credits from another institution, for credit at The Cooper Union Albert Nerken School of Engineering.			
Student Information (Part 1):			
Student **LAST** Name:			Student **ID** Number ▼
Student **FIRST** Name:			
Student Major:		Grade Level:	
Contact Information:	Email:		Phone:

The Cooper Union Course you are Requesting Credit for (Part 2):		
Course Code ▼	Course Title ▼	Number of Credits ▼

Course Information Taken Elsewhere:			
Course Code ▼	Course Title ▼		Number of Credits ▼
Institution/School Name ▼	**Grade ▼** (B or higher required)	**Course Taken ▼**	
		□ Fall □ Spring □ Summer	Year:

If you are combining two or more courses from the previous school to equal the credits for a Cooper Union course, add the course below. **Note: Your previous credits **must be greater than or equal to** the credits given at Cooper Union.*			
Course Information Taken Elsewhere:			
Course Code ▼	Course Title ▼		Number of Credits ▼
Institution/School Name ▼	**Grade ▼** (B or higher required)	**Course Taken ▼**	
		□ Fall □ Spring □ Summer	Year:

- - - STOP HERE: Please save file as is and email document to Betsy Quitugua in the Dean's Office. Betsy will take care of signatures. - - -

Required Signatures (Part 3):	
Student Signature:	(Sign) Date:
Department Chair Signature:	(Print) (Sign) Date:
Department Chair Signature: (of the department where credits are being sought)	Department associated with course: (Print) (Sign) Date:
Dean Signature:	(Sign) Date: