

TRANSFER CREDIT POLICY

The Department of Philosophy
Brooklyn College, CUNY

The Brooklyn College Department of Philosophy strives to maintain the uniformity and integrity of its curriculum. To that end, the Department will only grant credit for courses taken at other institutions if it is satisfied that the content of the course taken at another institution is sufficiently philosophical in nature. The Department will grant an equivalency for a specific Brooklyn College course only if it is satisfied that the content of a course taken elsewhere significantly overlaps with the content of the course taught by the Department of Philosophy at Brooklyn College. A student seeking transfer credit for a philosophy course must provide the following items at the time of assessment:

1. The official Transfer Credit report, or appropriate alternative paperwork, from the Brooklyn College Transfer Student Services Center.
2. Either a detailed syllabus for the course taken, or a detailed course description from an official bulletin or official website from the institution where the course was taken. Transcripts are not sufficient. All printouts or facsimiles must include indications that they are from official bulletins or webpages from the institution where the course was taken. Text that is cut and pasted, transcribed, modified, or otherwise abstracted from the official version will not be accepted.
3. If the syllabus or description is in a foreign language, the student must provide a translation from an official, professional translation service along with the original language version. The original language version must conform to the standards described in requirement #2. Translations that are not accompanied by the original, official documents (or appropriate facsimiles thereof) will not be accepted. (Exception: If the original institution has an official English-language website or Bulletin, then printouts or copies from this official source may be provided and the student would be exempt from providing a corresponding document in the original, foreign language.)

The Department reserves the right to review and verify any documentation before it grants credit for a course. The Department grants the chairperson and the chairperson's delegated evaluators the discretion to determine what counts as "significant" overlap in course content. The Department does not grant the chair or any other evaluator the authority to make any exceptions to the required documentation. However, if any of the required documentation listed above is missing, the chairperson or the chairperson's delegate may assign philosophy elective credit (PHIL 1000E), if in the evaluator's opinion the evidence provided warrants this.

Adopted: October 13, 2015