

## **Evaluating Your Transfer Courses**

The following guide is intended to help facilitate the process of evaluating courses that may be reviewed by an academic department. Remember, it is best to have most if not all of your courses evaluated in time for registration so you and your advisor have the most up to date information.

**Step 1:** On your Transfer Credit Report, you may have a course(s) listed as **9999R – Need Review (i.e. BIOL. 9999R, ENGL. 9999R, DEPR 9999R)**. The courses that you have taken at your prior institution did not have an equivalency as your courses transferred into Brooklyn College, therefore this special placeholder elective was applied to your transfer record. These courses can indeed have a Brooklyn College departmental equivalent, however the student has the option to keep the 9999R course or get it evaluated to a major course by the respective academic departments. If the student decides to get the courses evaluated they would need to print out course descriptions from their prior college's website or make copies from the college's bulletin; course syllabus is also acceptable. The department evaluator will review the content of the course to make a decision about a possible major equivalent.

**Step 2:** With your Transfer Credit Report and course descriptions in hand, you may visit or email the academic department to which the 9999R course number is attached. For example, the English department will evaluate ENGL. 9999R courses and the Psychology department will evaluate courses listed as PSYC. 9999R. The evaluator within the department will review the description and write the equivalent on the Transfer Credit Report or via email. A list of departments and their contact information can be found at [www.brooklyn.cuny.edu](http://www.brooklyn.cuny.edu). Click on "Academics" and then "Academic Departments."

**Step 3:** When all of the courses have been evaluated, return the Transfer Credit Report to the Transfer Evaluations Office, 306 West Quad OR email- forward the thread of emails between you and the academic department evaluator to [tcevaluation@brooklyn.cuny.edu](mailto:tcevaluation@brooklyn.cuny.edu). *Make sure to keep a copy of the Transfer Credit Report for your records.* Please allow at least two weeks for the courses to be processed and for your record to be updated.

## **REMINDERS**

- Send final official transcripts from all prior colleges attended, including current semester grades and degree notation if applicable. This includes AP, IB, and/or college courses taken in high school. If you are bringing an official transcript in person, it must be in a sealed envelope with the Registrar's signature across the seal.
- Check for the **deadline to submit departmental evaluations** and final transcripts (it varies depending on which semester you transferred).