

Evaluating Your Undergraduate Transfer Courses

The following guide is intended to help facilitate the process of evaluating courses that must 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 **9999 – Pending Credits (i.e. BIOL. 9999, ENGL. 9999, DEPR 9999)**. For these courses the department chairperson needs to review the contents of the course to make a decision about a possible equivalent. Print out course descriptions from your prior college's website or make copies from the college's bulletin. A course syllabus is also acceptable.

Step 2: With your Transfer Credit Report and course descriptions in hand, visit the academic department to which the 9999 course number is attached. For example, the English department will evaluate ENGL. 9999 courses and the psychology department will evaluate courses listed as PSYC. 9999. The chairperson or the assigned evaluator within the department will review the description and write the equivalent on the Transfer Credit Report. A list of *Academic Department Transfer Evaluators* and their contact information can be found on our website at www.brooklyn.cuny.edu/tssc under "Important Forms."

Step 3: When all of the courses have been evaluated, return the Transfer Credit Report to the Transfer Student Services Center, 1600 James Hall. *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 official transcripts (it varies depending on which semester you transferred). After this date your record may be closed and no further information may be accepted.
- If you have any questions, please contact the Transfer Student Services Center, 1600 James Hall, at (718) 951-5263 or tcevaluation@brooklyn.cuny.edu. Be sure to visit our website at www.brooklyn.cuny.edu/tssc for more information.

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