Evaluating Your Transfer Courses

Undergraduate

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 academic department transfer evaluator 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, with a valid URL listed on the bottom of the page, or make copies from the college’s bulletin with the academic year listed. A course syllabus is also acceptable. If the descriptions/syllabi are not in English they should be translated by an official translation agency and submitted to the academic department with the original transcript in your native language.

**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. However, this is only a guide. If you feel the course belongs to a different department, feel free to approach them. If the course is listed as DEPR. 9999, you may visit any appropriate department. The transfer evaluator within the academic department will review the description and write the equivalent on the Transfer Credit Report with their signature and the date. 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 (TSSC), 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**

- If you choose to **email the academic department transfer evaluator**, you must list the courses that need to be evaluated and indicate the college they are from. You should also include links to the course descriptions that go directly to the course. Or you may attach the online undergraduate bulletin or copies of the descriptions from your prior college’s printed bulletin. Once the evaluator emails you back with the BC equivalent course(s), you should **forward** the email to tcevaluation@brooklyn.cuny.edu and include your name and EMPLID. Do **not copy and paste multiple emails from departments into one email**.

- 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**, during your first semester of attendance, to submit departmental evaluations and other transfer credit documentation. After this date your record may be closed and no further information may be accepted.

- Questions? Contact the TSSC at (718) 951-5263 or tcevaluation@brooklyn.cuny.edu

More information can be found on our website at www.brooklyn.cuny.edu/tssc