



Transfer Student Services Center • 1600 James Hall
 Phone (718) 951- 5263 • Fax (718) 951-5268

For Office Use Only:
 Approved by TSSC: _____
 Denied: _____
 Date: _____
 Initials: _____

Transfer Credit Re-Evaluation - Undergraduate

(Please note: Departments may change equivalents only to courses in their own departments.)

Student Name: _____

EMPLID: _____

To be filled out and submitted by the academic department evaluator only – ALL sections must be entered - EVALUATION WILL BE CONSIDERED AS PRECEDENCE (Important Note #1 below)

****Any change to a student's credit evaluation may result in the loss of financial aid eligibility****

PRIOR COLLEGE	COURSE	ORIGINAL BC EQUIV.	NEW BC EQUIV.	BC CREDIT	REASON *	PRINT NAME / SIGNATURE	DATE

***Reason for Request:** Note the number in “Reason” section in table above. The request will not be considered without a reason noted.

- 1) Additional information has been provided for the course. **THE NEW INFORMATION MUST ACCOMPANY THIS FORM.** The following are examples of acceptable documentation of “Additional Information”
 - a. Course description from the original evaluation
 - b. Course syllabus from the original evaluation
- 2) Re-articulation in TIPPS (CUNY only) – apply new articulation for this student and all future evaluations of this course.

Important Notes:

- 1) This form is to be used ONLY for re-evaluations **as precedence** – equivalent will be changed for all future evaluations of this course. .
- 2) **If the change is for this student only and not for all future evaluations of this course, a petition needs to be made by the student to the Committee on Course and Standing for a substitution or “in lieu of” and not for a change in transfer credit.** Visit CAASS for more information.
- 3) This form should not be used for transfer credit related to Permits / E-Permits. Visit the Office of the Registrar about Permit / E-Permit matters.
- 4) **ALL re-evaluations must be submitted by the Transfer Credit Deadline within the student's first semester at Brooklyn College.** Only this form should be used to re-evaluate a course. The equivalent should not be changed on the Transfer Credit Report.
- 5) **This re-evaluation is pending review by the Transfer Student Services Center.** Please allow 2 weeks for a decision to be made. The student will be contacted by phone and/or email.