### Transfer Credit Re-Evaluation - Undergraduate

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

**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.

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**For Office Use Only:**
- Approved by TSSC: ________
- Denied: ________
- Date: ________
- Initials: ________

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<tr>
<th>PRIOR COLLEGE</th>
<th>COURSE</th>
<th>ORIGINAL BC EQUIV.</th>
<th>NEW BC EQUIV.</th>
<th>BC CREDIT</th>
<th>REASON *</th>
<th>PRINT NAME / SIGNATURE</th>
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Rev: 12/2015