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)

<table>
<thead>
<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>
<th>DATE</th>
</tr>
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<tbody>
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*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.
6) Any change to a student’s credit evaluation after TAP has been certified may result in the student owing money to the college.

Rev: 3/2015