

TRANSFER CREDIT GUIDELINES

Brooklyn College

Department of Philosophy

A student seeking transfer credit for a philosophy course must provide the following items at the time of assessment:

1. The official Transfer Credit report, or appropriate alternative paperwork, from the Brooklyn College Transfer Student Services Center (306 West Quad Center, Phone: 718-951-5263, Email: tcevaluation@brooklyn.cuny.edu).
2. Either a detailed syllabus for the course taken, or a detailed course description from an official bulletin or official website from the institution where the course was taken. Transcripts are not sufficient. All printouts or facsimiles must include indications that they are from official bulletins or webpages from the institution where the course was taken. Text that is cut and pasted, transcribed, modified, or otherwise abstracted from the official version will not be accepted.
3. If the syllabus or description is in a foreign language, the student must provide a translation from an official, professional translation service along with the original language version. The original language version must conform to the standards described in Requirement#2. Translations that are not accompanied by the original, official documents (or appropriate facsimiles thereof) will not be accepted. (Exception: If the original institution has an official English-language website or Bulletin, then printouts or copies from this official source may be provided and the student would be exempt from providing a corresponding document in the original, foreign language.)