

Transfer Evaluation Office

E-mail: TCEvaluation@brooklyn.cuny.edu

Webpage: www.brooklyn.cuny.edu/teo

Transfer Credit Re-Evaluation Form Undergraduate

Name

Date

EMPLID

Semester of Entry

Student Instructions: This form is to request a re-evaluation of a course that is presently on your Transfer Credit Report with a BC Equivalency. Please fill out the area below with the course information that you wish to have the academic department review. Send the form and any additional information, such as a course description, syllabus or work books/sheets, to the academic department that you wish to review. Submission of this form, does not guarantee approval from the academic department, nor the Transfer Evaluation Office.

Department Instructions: If it is concluded that a new BC equivalency should be assigned, please send us this form, any documentation that was send with it via e-mail to TCEvaluation@brooklyn.cuny.edu, please include new BC Course Equivalency. **Important:** This re-evaluation will be considered as precedence, which means that we will then update the transfer rule and all students coming in after the point of submission will received the new BC equivalency for that course, from that college. If you do not wish to change the current equivalency, please write directly to the student and notify them of your decision.

Transfer Courses				
Transfer Institution	Course information	Course Title	BC Equivalency on CUNYfirst	Credit
Example: Springfield Univ	EN 96.5	Freshmen Composition	ENGL 1000e	4

Important Note:

1. This form should **NOT** be used for transfer credits earned via a **permit/e-permit**. Please e-mail e-Permit directly for inquires related to these types of courses.
2. If you are submitting this form, after your first semester at the college, **negative financial implications** may occur, it is your responsibility to contact the Financial Aid Office prior to submitting this form. Once submitted, you cannot request the process to be reverted without a petition through Course and Standing.
3. Submission of this request, **does not automatically guarantee** that approval and processing will occur. Your request must be reviewed and approved by the office. Once a decision has been made, you will receive an e-mail from TCEvaluation@brooklyn.cuny.edu with the explanation of what was done and if it was approved or denied.