



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

|                             |       |
|-----------------------------|-------|
| <i>For Office Use Only:</i> |       |
| Approved by TSSC:           | _____ |
| Reviewed by TAP:            | _____ |
| 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)**

| 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.
- 6) **Any change to a student’s credit evaluation after TAP has been certified may result in the student owing money to the college**