Procedures for Obtaining Transfer Credit from a non-accredited or non-degree-granting institution

Transfer students entering Queens College with prior work completed at a non-accredited or non-degree-granting institution may request evaluation of their work by completing this form and submitting it to the Undergraduate Admissions Office within the first six (6) weeks of the semester.

If a student has attended two schools simultaneously, no more than 18 credits per semester may be awarded for the combined record.

Instructions for the Student

1. In order to have your courses evaluated, please complete the top and left portions of the form on the reverse side in advance.
2. You will need to present the following to the faculty evaluator: a student copy of your transcript; school bulletin with course descriptions, if available, and the results of your CUNY Skills Assessment Test (for English and Math placement), if you were required to take this test. Make a copy of the completed evaluation form for your own records after your courses have been evaluated.
3. Submit this copy of the completed evaluation form to the Undergraduate Admissions Office within the first six (6) weeks of the semester.
4. Arrange for an official transcript from your prior institution to be sent directly to the Transfer Credit Evaluation Unit, Undergraduate Admissions Office, Queens College, 65-30 Kissena Boulevard, Queens, NY 11367-1597.

Instructions for Faculty Evaluator

Transfer credit for work completed at a non-accredited or non-degree-granting institution may be granted only for an equivalent current department course. No elective (blanket) credit can be awarded. A maximum of 18 credits may be transferred.

WELCOME CENTER

Hours: Fall & Spring
Monday–Friday: 9 am–5 pm
Wednesday evening: 5–7 pm, when classes are in session
(Please call before coming during a holiday period or Summer Session.)
Undergraduate Admissions Office

Evaluation Form
For work taken at a non-accredited or non-degree granting institution

Student Name___________________________________________________Student Number __________________

Semester of Matriculation at Queens College

☐ Fall ☐ Spring Year _______________________________

Name of Prior Institution ______________________________________ Dates of Attendance __________________

Transfer policy for work completed at a non-accredited, non-degree granting institution:

Credit may be granted only upon evaluation by the appropriate academic department(s), and only for an equivalent course. No elective credit may be awarded. A maximum of 18 credits may be transferred.

**Important:** Please read instructions on reverse side before completing form.

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<th>To be completed by student</th>
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<td>Course and Number</td>
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The Undergraduate Admissions Office reserves the right to review all evaluations for the total number of credits allowed and will verify transcripts to insure that there are no discrepancies.

Total number of credits approved ________________________________

Authorized Signature from Undergraduate Admissions Office

Date

Rev. 06/13