

Transfer Credit Evaluation Guide

This is for:

- All credit transfers
- Blanket credits, i.e. PSCI 499
 - ***Note: PSCI 499 will NOT count towards your major requirements at Queens College – you MUST HAVE THIS COURSE EVALUATED AND TRANSFERRED OVER as a 100 or 200 level course.**

Steps:

1. Go to Undergraduate Admission in Jefferson Hall Lobby to pick up the appropriate transfer evaluation form
2. Go to the corresponding department for a faculty advisor and bring:
 - a. Transfer evaluation form
 - b. Transcript
 - c. **Course description in English (*REQUIRED for advisor to evaluate credits)**
 - i. You can get this from the college's website
 - ii. Syllabus
 - iii. Textbook
3. Bring completed Transfer Evaluation form back to Admissions

*For Study Abroad: same steps, **except**, you must obtain paperwork from Study Abroad Office*