II. UNDERSTANDING THE TRANSFER CREDIT PROCESS

By now you are probably wondering "How will I know which credits have been transferred to Queens College?"

Queens College will grant liberal arts credit for undergraduate courses (not considered remedial) successfully completed at a U.S.-accredited, degree-granting institution provided that a minimum grade of *C*– was earned, or for courses with a passing grade at a college within CUNY. A maximum of 12 non-liberal arts credits may be granted (students holding associate degrees from a CUNY community college *may* be permitted to exceed this limit). Up to 75 total credits are transferable.

There are four degree-requirement areas where your transfer credits can be applied:

1. Primary College Competencies (formerly known as Basic & Advanced Learning Skills).
2. Liberal Arts & Sciences Area Requirements (LASAR).
3. Major Requirements.
4. Electives.

There are three ways courses are evaluated for transfer credit:

■ The Undergraduate Admissions Office automatically evaluates all courses completed **from 1980 to the present** at any of the colleges listed on page 4. A copy of the completed evaluation will be sent to you. **Note:** Further evaluation by faculty may be required for courses you wish to apply to a major.*

■ All courses completed at other U.S.-accredited institutions (or at the schools listed on page 4 **prior to 1980)**, as well as at domestic non-accredited or non-degree-granting institutions, must be evaluated by faculty in the appropriate Queens College academic department.

■ All courses completed at foreign accredited institutions or at non-accredited or non-degree-granting institutions must be evaluated by the Queens College International Student Services Office. The evaluation of transfer credits from abroad will be completed before the end of your first semester.

Note: After you have matriculated (enrolled) at Queens College, if you wish to take courses at another college (within CUNY[†] or elsewhere) and transfer those credits to Queens, you must first obtain a "permit" (permission) to do so from the Office of the Registrar (a special brochure and form is available explaining the procedure). You will have to complete the form, have it signed by the appropriate academic department advisor, and return it to the Office of the Registrar **prior** to taking the courses. This policy applies to regular semester courses as well as summer and intersession courses. The college will **not** issue retroactive permits.

* The CUNY Transfer Information and Program Planning System, called CUNY TIPPS for short, is a Web site designed to provide students with the information they need to successfully transfer from a CUNY associate degree program to a bachelor's degree program. You may access the site at http://tipps.cuny.edu/.

Information is provided on how senior colleges evaluate associate degree courses for transfer and, where applicable, on program-to-program articulation agreements that provide for a smooth transfer of courses and credits from associate to bachelor degree programs.

Please note that while every reasonable effort is made to keep the course information in the University Course Guide accurate and up-to-date, neither the individual colleges nor the CUNY Central Administration can be held liable for errors in, or omissions from, this online service. All final decisions regarding the transferability of courses remain with the institutions involved.

† Permits to take courses at another CUNY college are filed online. Procedures are outlined in the *Schedule of Classes.*