

## Transfer Credit Evaluation

While an unofficial credit evaluation may be completed prior to admission, the transfer credit evaluation process will only begin once a student has been officially admitted to the Polytechnic Institute of New York University (NYU-Poly) and has submitted official transcripts from all previous institutions to the Office of Undergraduate Admissions.

### What is needed for transfer credits to be evaluated?

In addition to official transcripts, students may be required to submit course descriptions for any courses under consideration for transfer credit. Course syllabi may also be required when course descriptions from academic catalogs are insufficient. If you do need to provide a syllabus or additional course information you will be contacted by the Admissions Office with information about what is required.

### Materials Needed for Transfer Credit Evaluation

1. Official transcripts from all institutions attended;
2. Course descriptions (if requested);
3. Course syllabi (if requested).
4. International transcripts require an evaluation by World Education Services (see “Foreign Transcript Translation Services” below for contact information).

Once all materials are received by the Office of Undergraduate Admissions, transcripts will be sent to the academic departments for review. When the review is completed, transfer credit evaluations are returned to the Undergraduate Admissions Office which then communicates the results to the student.

### Credit Evaluation Policies

The following guidelines will be adhered to when evaluating transfer credits:

- Students must receive a ‘C’ or higher in order for credits to be considered for transfer.
- NYU-Poly does not guarantee that credits earned elsewhere will fully satisfy Polytechnic course requirements. In some cases the student may need to take an additional bridge course or complete additional work at the recommendation of the transfer credit course evaluator in order to fully satisfy Polytechnic course requirements.
- The maximum number of transfer credits granted for any particular course cannot exceed the number of credits received at a student’s previous institution.
- Applicability of transfer credits granted towards a student’s major graduation requirements is decided by the student’s academic department.
- Speech courses, physical education, pre-calculus, trigonometry, and algebra credits are not transferrable.
- Credits earned 8 years or more from the student’s entering term at NYU-Poly will not be accepted.
- If transcripts that have been submitted for evaluation include courses “in progress” at the student’s current institution that may be eligible for NYU-Poly transfer credit the transfer credit approval will not be official until a final official transcript is received showing that a satisfactory grade of ‘C’ or better was received for the course.

- Students have the right to ONE appeal of their evaluation. Appeals must be brought to the attention of [Caitlin D'Ambrosio](#) in the Admissions Office before the end of the student's first semester of attendance at NYU-Poly.
- A student's transfer credit evaluation must be completed by the end of the first semester of attendance at NYU-Poly. If a student does not submit external transcripts for evaluation by the end of the first semester of attendance at NYU-Poly (per the Institute's catalog regulations) the student does not have the right to expect that these credits will be evaluated or granted at a later date.
- Students have the right to re-take a course at NYU-Poly even though transfer credit has been granted for the Polytechnic course in question. In these cases, credit for the course taken at Polytechnic will replace the transfer credit (i.e., a student cannot receive credit two times for the same course).

Current NYU-Poly students who receive academic department and advisor approval to take particular courses at another institution may transfer these credits. Before this can be done, the student needs to submit a "Permission to Complete Courses Outside NYU-Poly" form to the Registrar's Office. After completing the course, the student needs to provide the Registrar's Office with an official transcript from the other institution in order for those credits to be posted.

### How to Expedite Transfer Credit

- It is the student's responsibility to provide all the necessary information to have non-NYU-Poly transcripts fully evaluated in a timely manner.
- It is the student's responsibility to respond promptly to requests for additional information needed by the Institute.
- Students must adhere to all deadlines.

### Frequently Asked Questions

#### *Q. What if the credits I am submitting were completed more than five years ago?*

A. Credits earned eight (8) years or more from the date of enrollment will not be accepted. However, if the courses were taken less than 8 years ago, they will be reviewed by NYU-Poly faculty for transfer credit evaluation. The student must provide accurate course descriptions or course syllabi to assist the faculty in evaluating the credits.

Q. Will all of my credits transfer to NYU-Poly?

A. The content of each course varies with each school and therefore cannot be determined without the appropriate materials. Generally speaking, courses that are equivalent to courses offered at NYU-Poly, with a grade of 'C' or better, are considered transferable.

#### *Q. Is there a maximum amount of credits that NYU-Poly will accept for transfer?*

A. Yes. To earn a Bachelor of Science degree from NYU-Poly, students must take a minimum of 64 credits of junior and senior level courses in the student's major field while in residence at Polytechnic in order to fulfill residency requirements.

#### *Q. Are courses taken pass/fail eligible for transfer credit?*

A. No.

*Q. How long will it take for my transfer evaluation process to be completed?*

A. On average the evaluation takes about two to three weeks.

*Q. What if it has been a month or more and I have not received my evaluation yet?*

A. Please contact the Office of Undergraduate Admissions at NYU-Poly and they will be able to check on the status of your evaluation.

*Q. What if I am not satisfied with my credit evaluation?*

A. There is a credit evaluation appeal process. Please call the Office of Undergraduate Admissions at the NYU-Poly for more information. (Refer to “Credit Evaluation Policies” above.)

*Q. Are all the credits that have been transferred applicable to my graduation requirements for my major?*

A. Not necessarily. Your academic advisor will let you know how many of your transfer credits can be used to satisfy the graduation requirements of your major.

*Q. Do my grades from my previous college transfer over as well?*

A. No. Only the credits will transfer over. Your previous grades will not affect your NYU-Poly cumulative GPA nor be reflected on your NYU-Poly transcript.

*Q. If I take a course at NYU-Poly but took a similar course at another institution prior to taking the course at NYU-Poly, can I transfer the credit to replace the grade received for the NYU-Poly course?*

A. No.

*Q. Help! Who do I contact with questions?*

A. For any questions at all regarding the transfer admissions process, please contact the Office of Undergraduate Admissions at (718) 637-5955.

*Q. Once my transfer credit evaluation is completed and I have met with my academic advisor to determine what courses I need to take, how do I register for classes?*

A. The following links and tutorials will help you figure out your class schedule and explain how to register for classes on-line.

NOTE: If you are having problems with passwords or logging on, please contact the IS Help Desk at (718) 260-3123.

### Useful Links for Transfer Students

- [Automatic Schedule Creation](#)
- [NYU-Poly Registrar's Class Schedule Website](#)
- [Students Self-Service Quick Reference Guide](#)
- [The NYU-Poly Undergraduate On-line Catalog](#)

## Foreign Transcript Translation Services Contact Information

Students who have attended a post-secondary institution outside the United States MUST submit an evaluation of their transcripts from the [World Education Service \(WES\)](http://www.wes.org) as well as translated course descriptions or course syllabi. Once we have received the evaluation and course information from WES, we can then review your transfer credits. Without a WES evaluation, there is no guarantee that we will be able to award you transfer credits for your work.

World Education Services, Inc. (WES)

Bowling Green Station

P.O. Box 5087

New York, N.Y. 10274-5087

[www.wes.org](http://www.wes.org)

Phone (212) 966-6311

Fax (212-739-6100)

## College Now Credits

Any student who has taken College Now or similar college level courses while in high school and who would like to find out if they can receive transfer credit at NYU-Poly, must submit official transcripts to the Office of Undergraduate Admissions from the college where the courses were taken.

NOTE: High school transcripts that show the courses taken are not valid for credit evaluation. Transcripts must be from the college where the courses received credit.

What is needed for the College Now credits to be evaluated?

In addition to official transcripts, students are required to submit their college catalog and course descriptions for any courses under consideration for College Now transfer credit.

Course syllabi from the respective institutions where these courses were taken may also be required when course descriptions from catalogs are not sufficient. Providing as much information as possible will accelerate the evaluation procession.

Please be aware that in order to be considered for evaluation, College Now or similar credits must be brought to the attention of the transfer credit evaluation officer before the end of the student's first semester of attendance at NYU-Poly. Any credits submitted after that will not be evaluated.