Transfer Credit Report Evaluation Manual

1. Log on to your CUNYFirst account by entering https://home.cunyfirst.cuny.edu/ in your browser.
   - Type in your Username and Password. This is same Login Information you used during the time of your application.
2. From the CUNYFirst Menu, select Student Center.

**Below is a view of what your Student Center will look like.

3. In Student Center, scroll to Academics.
   - Click the Other Academic drop down menu and select Transfer Credit: Report.
   - Click on the Go icon.
4. Follow the explanations on the next page of this manual to understand what each section of your Transfer Credit Report Evaluation means.
Understanding Each Section of Your Transfer Credit Report

**Below is a view of what your Transfer Credit Report will look like.**
**Course Credits:** Lists courses from each prior college that you have attended

**Courses from your prior school will be on the right, and courses on the left are Baruch College equivalents.**

1. **Institution:** College you are transferring TO
2. **Career/Program:** Student Classification
   - **Undergraduate** (Shown for all Transfers and Freshmen)
3. **Source Institution:** College you are transferring FROM

**Please see below to view a detailed explanation of each column:**

- **Transfer Term:** Semester admitted (Your first term at Baruch College)
- **Incoming Course:** Title of course taken at prior college
- **Units Taken:** Number of credits earned at prior college
- **Grade Input:** Grade received for the course taken at prior college
- **Status:**
  - **Posted:** The course was evaluated and processed
  - **Rejected:** The course was evaluated and denied credit for one of the following reasons:
    1. There is no suitable course equivalent.
    2. The grade is below the minimum requirement for transfer credit.
    3. Two transfer courses on your report received the same Baruch College equivalent. A student cannot receive credit twice for the same course.
  - **No Rule:** There is no equivalency at this time
    1. If units taken = 3 or more, you may submit a syllabus for proper evaluation.
- **Equivalent Course:** Baruch College course that you have been granted credit for
  - 7000-level courses are considered elective credit
  - NCRD 1000 is considered NO CREDIT. There is no equivalent course at Baruch College.
  - In certain circumstances, two incoming courses combined may be equivalent to one course at Baruch. (Click here for an example → include hyperlink)
- **Units:** Number of credits granted for the Baruch College equivalent course
- **Grade:** The grade earned should be the same for both colleges
  - **CIP** means this course was in progress at the prior college. Credit will be granted after course is passed (Grades of C or better are required for colleges outside of CUNY)
- **Requirement Designation:**
  - Please see Baruch College’s General Education Requirement page for more information regarding Pathways Requirement Designations.

**IMPORTANT:** All students must submit official FINAL transcript(s) to the Transfer Center (include hyperlink to website). CUNY transcripts will be retrieved electronically and DO NOT need to be submitted.
**Test Credits**: Lists credits received from other sources. This may include:

1. **Advanced Placement (AP) Credits**:
   - Scores of 3 or higher may be granted credit.
     - i. Score of 3 will receive elective credit only (effective Fall 2018)
     - ii. Score of 4 or 5 may be granted specific course credit
   - Official scores must be requested from the [College Board](https://www.collegeboard.org), to be sent to code 2034.
   - A list of AP exams that Baruch College accepts can be viewed [here](https).

2. **International Baccalaureate (IB) Credits**:
   - 30 credits will be awarded to students who have completed an International Baccalaureate (IB) diploma with a score of 30 or higher.
   - Students who have received a score of 29 or less and did not complete a diploma will be awarded credit for **higher-level (HL) IB exams** with scores of 5 or better

3. **College-Level Examination Program (CLEP) Credits**:
   - Baruch College ONLY accepts the Calculus CLEP exam ([include hyperlink for clep](https)) with a score of 55 or higher
Glossary

**AP:** Advanced Placement exams may be granted credit for scores of 3 or higher

**BUS 7500:** Considered business elective credit; there is no actual equivalent course

**Career/Program:** Student classification should indicate “Undergraduate”

**CIP:** Course in progress at prior college. No credit can be granted until official grades are submitted

**CLEP:** College Level Examination Placement; Calculus exam scores of 55 or higher may be granted credit

**Grade:** Grade listed for Baruch College should be the same as Grade Input from prior college

**Grade Input:** Grade earned at prior college

**ELEC 1111:** The Incoming Course has not been evaluated and will need a syllabus for proper evaluation. The syllabus must be submitted to the Transfer Center via email. See example [include hyperlink]

**Equivalent Course:** Baruch course that you have been granted credit for

**Incoming Course:** Title of course taken at prior college

**Institution:** College you are transferring TO

**NCRD 1000:** Considered no credit; there is no equivalent course at Baruch College

**No Rule:** There is no equivalency for the course

**Posted:** Course was evaluated and processed

**Rejected:** Course was evaluated and denied

**Requirement Designation:** CUNY colleges have a uniform set of [General Education Requirements](#)

**Source Institution:** College you are transferring FROM

**Status:** Status of Incoming Course after being processed

**Syllabus:** A course outline which details class requirements, textbook used, and guidelines

**Transfer Term:** Semester admitted; your first term at Baruch College

**Units Taken:** Number of credits earned at prior college