

TRANSFER STUDENTS

WELCOME TO QUEENSBOROUGH COMMUNITY COLLEGE!

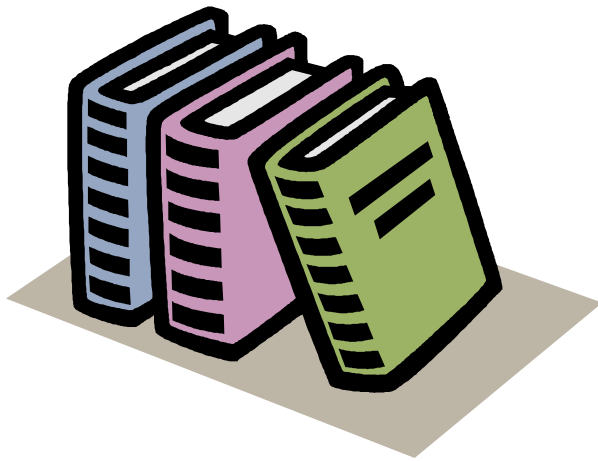
Students transfer to Queensborough for various reasons. Queensborough Community College offers personalized attention for all students, excellent career and transfer programs. This *Transfer Student Handbook* was developed to help you understand the transfer credit evaluation process at Queensborough Community College.

Queensborough will grant transfer credit for most courses that were completed in a regionally accredited post-secondary institution (undergraduate).

Your credits will be evaluated and posted to your record by the Transfer Evaluator in the Office of the Registrar (A-104). If a course needs to be further reviewed the Evaluator will refer you to the appropriate academic department on campus. Requests for re-evaluations must be submitted to the Evaluator in writing at the office of the Registrar (A-104). Foreign Post Secondary credentials must be receive departmental approval before they can be transferred.

We are delighted that you have chosen to attend Queensborough Community College. We hope that this Transfer Student handbook will help to make your transition to QCC as smooth as possible.

On behalf of the staff in the Registrar's Office and the entire QCC staff, we wish you well in pursuing your academic goals at Queensborough Community College.



Transfer Evaluation Specialist
Robert Mark Anderson
Registrar's Office
Room A-104
(718) 281 5003

What is the Transfer Credit Evaluation Process?

Credits are evaluated by the Transfer Evaluator in the Registrar's Office in the order in which they are received and will appear on the Student's transcript as "CR". When the evaluation is complete a transcript will be mailed to the student with an explanation letter.

The transcript will indicate the name of the previous college(s) attended and the equivalent courses and credits granted by QCC. Each college that the student previously attended will be listed separately. The amount of transfer credits awarded is indicated as "CR" and is located on the student transcript. Transfer credits are not included in your Queensborough Community College GPA.

Testing Placement Information

- B** = Student has a prior Bachelors Degree
- C** = Student has passed the CUNY Math Test (CMAT) and is considered certified by CUNY
- E** = Student is exempt from the placement test
- F** = Student has failed the placement test
- P** = Student has passed the placement test
- R** = Student has achieved a 75 or better on the English and/or Math Sequential II or III Regents
- S** = Student has satisfied the score of 480 or higher on the Verbal and/or Math portion of the SAT
- T** = Student has attained 45 or more credits form a non-CUNY college

Students will **NOT** receive transfer credits for any English course if they have an “F” in the Reading and /or Writing placement tests. Students must pass the reading portion of the CUNY assessment test in order to receive transfer credit for certain humanities courses. A student may not take or receive transfer credit for advanced math courses such as MA360 Intro to Statistics or MA 440 Precalculus until he/she has satisfied the prerequisite for them or has satisfactorily passed the second level CUNY assessment test.

Determination of Credit Amounts

Transfer credits will be awarded only if an official transcript is on file in Queensborough’s Admissions Office (A-213). If courses are in progress, an updated transcript must be sent to the Admissions Office for evaluation. **No student copies will be accepted.**

~~-----Queensborough will accept transfer credits from all City University of New York colleges; completed with a D or higher grade-----~~

~~-----From non-CUNY colleges only grades of A, B or C are transferable-----~~

A **Transfer** Application must have been submitted at the time of admission to Queensborough Community College. If a Freshman Application was filed, transfer credits may not be awarded.

A **maximum** of 30 transfer credits are allowed (15 for Certificate programs). Credits that apply directly to the declared curriculum will receive primary consideration, then credits that can be used as electives are considered. The credit equivalent applied to a particular course must be equal to or less than the equivalent at Queensborough.

If a student took a 4-credit Introductory Psychology course at their previous college, QCC will grant 3 credits for the course. Queensborough’s Introductory Psychology (SS 510) is a 3-credit course. Therefore, a student cannot receive more than 3 credits in the evaluation process. On the other hand, if a student took the same course at another college where it was worth 2 credits, the credit equivalent will be 2 credits here at Queensborough.

Denial of Transfer Credits

If transfer credits are denied for any reason, a letter will be mailed to the student listing the reason(s) for denial. The Registrar’s Office may also request a student to forward additional information in order to complete their evaluation.

Corrections and /or Additional Transfer Credits

Before requesting corrections and /or additional credits, please wait until the initial evaluation has been received. If an evaluation is not received one month after the start of classes, please contact the transfer evaluator at the Office of the Registrar (718) 281-5003.

If the evaluation has been received and corrections or additional credits are being requested fill out a Re-evaluation of Transfer Credits Form available in the Registrar's Office, Room A-104. No re-evaluations will be considered unless this form is completed and signed by the student.

****The Office of the Registrar reserves the right to make corrections and/or changes to transfer credit evaluations. It is imperative that evaluations are checked carefully upon receipt. Report any errors immediately to the Office of the Registrar (A-104) in writing (Re-evaluation of Transfer Credits Form).**

Queensborough Community College will make every attempt to have transfer credits applied before the registration period and/or the start of the semester in which a student enters Queensborough. However, a student who has not received his/her transfer credit evaluation will still be allowed to register. Students should take a copy of their transcript(s) from their previous schools to an academic advisor during the registration period.

Credit Evaluation for International Students

The Central Office of CUNY determines which courses will be considered for evaluation. Student records are sent directly from the Central Office along with recommendations for credit evaluations. If your prior college receives the notation "Advanced Standing" it means that our college will consider your previous post secondary institute as an accredited foreign institution. However if on your transcript it reads, " No Advanced Standing", then your college will be considered a non-accredited foreign institution and no classes from that college may transfer to Q. C. C.

An English translation will be required for any courses to be considered for evaluation. It is suggested that translations be completed prior to the registration period. All courses must be approved by the department chairperson for whom the course belongs to. For instance, if you want to receive transfer credit for Mathematics, then you must consult the chairperson of the Mathematics & Computer Science department.

Non-Accredited Institutions and Transfer Credits

The Central Office of CUNY will not consider transfer credits from non-accredited institutions. It will only consider colleges and institutions accredited by a regional such as Middle States Association of Colleges and Schools (MSCHE).

QCC will not grant transfer credits from **business** or **trade schools**. Certain colleges and institutions accredited by the New York State Board of Regents may be eligible for transfer credits. For a listing of these institutions please follow this link:

<http://www.highered.nysed.gov/ocue/accreditation/handbook/definitions.htm>

Law Enforcement Agencies or Military Training

Queensborough will only give credit for courses such as **Physical Education** or **First Aid**.

College Now and College Tech Prep Credits

Students, who were enrolled in programs such as **College Now** or **Tech Prep** and are requesting transfer credits, should have an **official college** transcript sent to the Office of Admissions (A-210).

Advanced Placement Courses

The college will grant AP credits for tests passed with a minimum score of **3**. AP credits will **not** be awarded for **Foreign Language** courses. Advanced Placement Calculus **AB** tests must be passed with a grade of '5' and **BC** tests must be passed with a grade of '4' or better.

CLEP

Only passed CLEP tests for English courses and certain Mathematics courses will be accepted for transfer credit. Please contact the college's transfer evaluator at 718-281-5003 for more information.

Queensborough's Nursing Program

**** Applying to the Nursing Program does not guarantee acceptance into the program.**

- A GPA of **2.75** must be obtained in the pre-clinical sequence (English Composition I, Introduction to Psychology, Introduction to Sociology and Anatomy and Physiology I). This GPA must be established whether the above courses were taken at Queensborough or at a previous college.
- All non-CUNY nursing related biology courses must be approved by the chairperson of the Biological Sciences & Geology department. A total of 8 credits of Anatomy and Physiology must be completed before your coursework will be considered for transfer credit. Completion of A&P I and A&P II at two different colleges will exclude you from transfer credit approval. All questions regarding these rules should be directed to the Biological Sciences and Geology department, room M-213, or call their office at **718-631-6335**.
- The pre-clinical sequence cannot be **failed** or **repeated**.
- Request for all previous transcripts will be made by the Nursing Department prior to acceptance into the program.
- It is advised that students meet with a faculty advisor in the Nursing Department about acceptance into the program, or before beginning the pre-clinical sequence.

Dual/Joint Liberal Arts Education Curriculum with Queens College

Upon completion of the curriculum, students will continue their studies at Queens College co-majoring in Liberal Arts along with Elementary and Early Childhood Education. It is imperative that students follow the curriculum closely as outlined in the most recent edition of the QCC catalog.

It is strongly advised that students interested in this curriculum meet with a faculty advisor in the Social Sciences department.

Students Admitted on Academic Probation (GPA below 2.0)

Students admitted on **probation** are only allowed to register for a maximum of **13 credits**.

Only courses taken at Queensborough Community College are included in the Queensborough Community College Great Point Average. If a student obtains a 2.0 GPA (C average) for the first semester, the probationary status will be removed. You will be allowed then to register for up to 18 credits. If a 2.0 GPA is not obtained after the first semester, the student will be made non-degree.

Non-degree students are not entitled to Financial Aid.

Degree Requirements.

Degree requirements for transfer students are the same as for all other students.

Please follow the outline of the declared curriculum in the college catalog and schedule of classes.

For further clarification of the curriculum, consult with a Faculty Advisor in your department.

Students whose curriculum is **Liberal Arts** and/or **undecided** should seek advisement in the **Library Building, Room 434**.



Definitions for Frequently Used Terms

A.A.	Associate in Arts Degree - develops the foundation for future study in four-year colleges
A.A.S.	Associate in Applied Science Degree - preparation for professional and/or technical careers in the business and the health sciences.
Academic Probation	warning that the cumulative GPA has fallen below 2.0
A.S.	Associate in Science Degree - concentration in Math and Science - can transfer to four-year colleges
Career Curriculum	program of study if planning to graduate with an Associates Degree and start working
Certificate Program	requires 30 credits (no degree issued)
Credits	unit value assigned to a specific course. A course can be worth between 0-4 credits. Most courses are 3 or 4 credits. A student needs approximately 60 credits to graduate (check degree requirements).
Curriculum	the program of study or degree a student is working towards
Electives	courses other than the required major courses
G.P.A.	Grade Point Average - determined by credits attempted toward the degree or certificate only
Matriculated	enrolled in a specific curriculum leading to a degree
Requirements	specific courses taken to fulfill the curriculum
Transcript	complete computerized record of all courses registered for, grades received for those courses and transfer credits received from previous college(s)
Transfer Curriculum	Designed to continue studies at a four- year college.

Important Offices and Telephone Numbers



Office	Room	Telephone
Academic Advisement	L-434	(718) 631- 6329
Admissions	A-210	(718) 631- 6236
Bookstore	W Building	(718) 631- 4200
Bursar	A-118	(718) 631- 6265
Counseling	L-428	(718) 631- 6370
Services for Students with Disabilities	S-132	(718) 631- 6257
Financial Services	L-409	(718) 631- 6367
Health Services	MC-02	(718) 631- 6375
International Student Services	L-431	(718) 631- 6611
Registrar	A-104	(718) 631- 6212
Testing	Temp 2	(718) 631- 6358
Writing Center	L-118	(718) 631- 6663