



Advanced Standing Evaluation

Date _____

Name _____ CUNY ID _____ Date of Birth _____

Program _____ Admit Term _____

Student:

- Advanced standing requests must be submitted no later than the end of a student’s second semester of attendance. Failure to comply may delay the transfer process or result in the denial of transfer credits.
- A maximum of 12 credits of graduate work already completed at another regionally accredited institution may be accepted as transfer credit if approved by the appropriate department(s) before being accepted to a matriculated program at Queens College.
- All credits to be transferred must be taken within the period allowed for completion of the degree: 5 years for Teacher Education programs and 4 years for Liberal Arts programs. Only courses with the following grades can be accepted: A+, A, A-, B+, B, or B-.
- Additional information can be found in the Graduate Bulletin and the Graduate Studies Handbook.

Advisor:

- Transcripts can be viewed through the student’s Apply Yourself application. If you do not have access to Apply Yourself, a copy of the student’s transcript can be requested at grad@qc.cuny.edu. Only requests from your Queens College email account will be considered.
- Transfer credit for graduate-level coursework is given at the discretion of the program. Undergraduate courses cannot be transferred to a graduate record.
- Please verify that the coursework you are giving credit for is currently active in CUNYfirst; credit cannot be post for courses that have been deemed inactive.
- Blanket credit may be given if there is no equivalent to the coursework taken.
- After completing the course evaluation, please initial and email the form to grad@qc.cuny.edu.

Advisor’s Name _____ Signature _____ Date _____

Institution Transferring from _____

Semester/Year	Course Number & Title	Credits	Grade	QC Equivalent Course	Credits	Advisor’s Initials