

Transfer Credit Report Manual

Accessing your Transfer Credit Report on CUNYfirst

1. Log on to your **CUNYFirst** account.
 - Go to the [Baruch College Homepage](#)- Click on “Quick Links” at the top of the homepage, then select “CUNYfirst”
2. Enter your CUNYfirst login credentials
3. Go to Student Center
4. Go to Academic Records
5. On the left-hand toolbar, select “View Transfer Credit Report”.

Understanding Each Section of Your Transfer Credit Report

**Below is a view of what your Transfer Credit Report Evaluation may look like.

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View Transfer Credit Report

▼ **Course Credits**

Model Nbr 1 Posted

Institution Baruch College **Credit Source Type** Manual

Career Undergraduate **Source Institution** UNIVERSITY OF RHODE ISLAND

Program Undergraduate

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	Requirement Designation
2016 Fall Term	BIO 101	4.00	B-	Posted	BIO 1003	4.000	CR	Required Core - Life and Physical Sciences
2016 Fall Term	CHM 101	4.00	C	Posted	CHM 2003	4.000	CR	Flexible Core - Scientific World
2016 Fall Term	EEC 105	3.00	A	Posted	ECO 1001	3.000	A	
2016 Fall Term	MTH 132	3.00	C+	Posted	MTH 3010	3.000	C+	Required Core - Mathematical&QuantitativeReasoning
2016 Fall Term	COM 100	3.00	A	Posted	COM 1010	3.000	A	
2016 Fall Term	FLM 101	4.00	A-	Posted	FLM 3001	3.000	A-	
2016 Fall Term	FRN 103	3.00	A	Posted	FRE 3001	3.000	A	
2016 Fall Term	PSC 116	4.00	B	Posted	POL 2240	3.000	B	

Model Nbr 2 Posted

Institution Baruch College **Credit Source Type** Manual

Career Undergraduate **Source Institution** Dutchess Community College

Program Undergraduate

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	Requirement Designation
2016 Fall Term	MAT 118	3.00	A-	Posted	STA 2000	3.000	A-	
2016 Fall Term	ENG 101	3.00	A-	Posted	ENG 2100	3.000	A-	Required Core - English Composition
2016 Fall Term	GOV 121	3.00	A-	Posted	POL 1101	3.000	A-	Flexible Core - US Experience in its Diversity
2016 Fall Term	ECO 105	3.00	B+	Posted	ECO 7000	3.000	B+	
2016 Fall Term	ENG 102	3.00	B+	Posted	ENG 2150	3.000	B+	Required Core - English Composition

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**:
 - i. *Posted*: The course was evaluated and processed
 - ii. *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.
 - iii. *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
 - i. 7000-level courses are considered elective credit
 - ii. NCRD 1000 is considered NO CREDIT. There is no equivalent course at Baruch College.
 - iii. In certain circumstances, two incoming courses combined may be equivalent to one course at Baruch. Click [here](#) for an example.
- **Units**: Number of credits granted for the Baruch College equivalent course
- **Grade**: The grade earned should be the same for both colleges
 - i. **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**:
 - i. Please see Baruch College's [General Education Requirement](#) page for more information regarding Pathways Requirement Designations.

IMPORTANT: All admitted students must submit official FINAL transcript(s) to the [Transfer Center](#). 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](#), to be sent to **code 2034**.
- A list of AP exams that Baruch College accepts can be viewed [here](#).

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:

- Students who receive the minimum score or better on a CLEP exam are eligible to receive credit for prior learning.

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 at Baruch College

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 Program) was developed by the College Board to provide students the opportunity to earn college credit for learning acquired outside the traditional classroom. For the list of equivalencies and minimum score required click [here](#).

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](#)

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