



TRANSCRIPT EVALUATION REQUEST FORM

(Student, submit for transfer credit from another institution.)

1. If you wish to have transcripts evaluated for transfer credit, complete this form and submit it in person to the Admissions Office or by email to JPrewer@pvcc.edu.
2. Request official transcripts be sent directly to PVCC – either electronically or by mail; this includes all previously attended institutions, test scores (AP/CLEP/IB) and military training. **PLEASE NOTE: All transcripts must be received directly from the institution, electronically or in a sealed envelope, to be considered official. Opened transcripts and electronic transcripts sent by the student will not be accepted as official.** Official transcripts are not required from other VCCS schools.

Student's First Name

Last Name

Student ID Number

VCCS Email

@email.vccs.edu

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Phone Number

Program of study at PVCC: _____

List all college transcripts, test scores (AP/CLEP/IB), military training, etc. to be evaluated:

The official evaluation will be done by the Registrar's Office once the following criteria have been met:

- This form, and all transcripts listed above, have been received by the Registrar's Office.
- Student must be enrolled in a program of study at PVCC.
- Student must be currently enrolled in classes that are in session. If you are not currently enrolled in classes, but are enrolling in the next semester, the evaluation will be done once that semester has officially begun.

Additional Information

- Transcript evaluation requests should only be submitted if you are planning to complete a degree or certificate program at PVCC.
- Only courses that apply to the declared program of study indicated above will be transferred. You will need to submit another request form if you change your program and would like a re-evaluation for the new program.
- In order to receive transfer credit from another institution, that institution has to hold regional accreditation status.
- Grades do not transfer and thus will not affect your GPA at PVCC.
- Only credit courses with a grade of "C" or higher will transfer. Grades of "P" or "S" will not transfer unless the transcript legend indicates that it is equivalent to a "C" or higher. Developmental courses do not transfer.
- This request covers courses that are part of your records at the time you submit this request. Another request form and evaluation will be needed for additional courses taken after this initial request.

By signing below, I agree I have read this form in its entirety and understand my responsibilities in this process.

Student Signature: _____

Date: _____

TRANSCRIPT EVALUATION REQUEST Q & A's

This page is for your information. Do not submit with the Transcript Evaluation Request Form.

1. Do I need to have my former transcripts evaluated?

If you are planning to complete a certificate or degree program at PVCC, we encourage you to have your transcripts evaluated; however, you are not required to do so. If you are not pursuing a certificate or degree program, do not submit transcripts for an evaluation.

2. I am not seeking a degree at PVCC. However, I wish to take a course at PVCC that requires a prerequisite course which I took at another institution. What do I do?

Provide your unofficial transcript to your advisor or the Admissions and Advising Office. Once they confirm you have met the prerequisite, they will do a manual override to enroll you in the course.

3. Which office is responsible for evaluating my transcripts?

The Registrar's Office is responsible for evaluating all college transcripts, international transcripts, military transcripts and test scores (AP, IB, CLEP, etc.).

4. Where should I send transcripts and evaluation request forms?

All official transcripts and evaluation request forms should be sent to the Registrar's Office.

5. What is required for a transcript to be evaluated?

All of the following is required:

- An official electronic or sealed transcript must be submitted to the Registrar's Office (except for VCCS colleges) directly from the institution
- A completed and signed transcript evaluation request form
- Must be enrolled in a program of study here at PVCC
- Must be enrolled in at least one class. See form for clarification of enrollment
- Previous institutions attended must be regionally accredited in order to receive transfer credit

6. How do I know if my college is regionally accredited?

School accreditation is usually found on the back of your transcript, or you can check with your institution. Colleges must be accredited by one of the following regional agencies for the credits to be considered for transfer:

- Middle States Association of Colleges and Schools, Commission on Higher Education
- North Central Association of Colleges and Schools, Commission on Accreditation and School Improvement, Board of Trustees
- North Central Association of Colleges and Schools, Higher Learning Commission
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- New England Association of Schools and Colleges, Commission on Technical and Career Institutions
- Northwest Commission on Colleges and Universities

- Southern Association of Colleges and Schools, Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

7. How long does the transcript evaluation process take?

Once all documents have been received, the process usually takes about 14 business days but can take longer during peak times of the year.

8. How will I know when my evaluation has been completed?

If you provided your email address on the Transcript Evaluation Request Form, you will be emailed by the Registrar's Office with instructions on how to view credits awarded once the evaluation has been completed.

9. Who do I contact if I have questions regarding my evaluation?

You may contact the Registrar's Office with any questions regarding your evaluation.

10. Why didn't a course get transferred?

It can be because of any of the following:

- The grade was a D, F, W, I, P, or S
- The course was already transferred to PVCC from another institution
- The course is beyond the acceptable time frame (if applicable)
- You have already taken the course at PVCC and earned a grade of D or better
- The course is not equivalent to anything PVCC has to offer

11. Some of my transfer credits are EEE's. What does EEE mean?

EEE's are elective credits. You may be awarded EEE credit when one of the following happens:

- The transferring course does not correspond directly to a PVCC course
- The transferring course is fewer credits than the PVCC course
- The transferring course is one with a lab component, and the lab is missing or you received a failing grade for the lab

12. How do elective (EEE) credits apply towards my degree progress?

Most EEE credits can be applied towards your degree progress to satisfy degree requirements. Your advisor or the Registrar can assist you with questions on how these credits apply to your degree.