



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 by email to Jeannie Prewer at JPrewer@pvcc.edu.
2. Request official transcripts from all previously attended institutions, test scores (AP/CLEP/IB) and military training be sent to Jeannie Prewer. **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 Name: _____ Student ID Number: _____
Last First

VCCS Email: _____@email.vccs.edu 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 plan 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 enrolled in the next semester, the evaluation will be done once that semester has officially begun.

Additional Information

- Transcript evaluations are only required if you are planning to complete a credential at PVCC.
- Only courses that apply to your specific program of study will be transferred. You will need to submit another request form if you change your program and would like a new evaluation.
- All colleges have to hold regional accreditation in order to receive transfer credit.
- 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.

By signing below, I certify that I currently meet the requirements for an evaluation.

Student Signature: _____ Date: _____

PVCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Kim Van Savage, Chief Human Resources Officer, kvansavage@pvcc.edu, 434-961-6567, 501 College Drive, Charlottesville, VA 22902