



TRANSCRIPT EVALUATION REQUEST FORM

(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, by fax to 434.961.5311, by email to jperutelli@pvcc.edu, or by mail to:
PVCC Admissions and Advising Center; 501 College Drive, Charlottesville, VA 22902.
2. Request official transcripts from all previously attended institutions, AP scores, CLEP scores and military training be sent to PVCC. Official transcripts are not required from other VCCS schools. All transcripts must be received in a sealed envelope from the institution to be considered official.

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|-----------------------------|------------------|--------------------------|
| <i>Student's First Name</i> | <i>Last Name</i> | <i>Student ID Number</i> |
| <i>VCCS Email</i> | @email.vccs.edu | () |
| | | <i>Phone Number</i> |

Program of study at PVCC: _____

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

I understand the following:

- I must be enrolled in a program of study at PVCC.
- The evaluation process will begin only after the start of the semester in which you are enrolled and this form and all transcripts requested for evaluation have been received.
- Transcript evaluation requests should only be submitted if I am 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. I will need to submit another request form if I change my program and would like a re-evaluation for the new program.
- In order to receive transfer credit from another institution, that institution has to be accredited by a regional accrediting agency or association.
- Grades do not transfer and thus will not affect my 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.
- It is my responsibility to review transfer credit awarded via my SIS account. Any questions should be directed to the Registrar's Office.
- This request covers courses that are a part of the record at the time of the request. Another request will be needed for additional courses taken after this initial request.

Student Signature: _____

Date: _____

This attachment is for your information. Do not submit it with the Transcript Evaluation Request form.

TRANSCRIPT EVALUATION REQUEST Q & A's

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

It depends. If you are planning to complete a certificate or degree program at PVCC, you may want 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?

Bring your unofficial transcript to an advisor in the Admissions and Advising Center. 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/Records Office is responsible for evaluating all college transcripts; international transcripts; AP, IB, and CLEP test scores; and military transcripts.

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

All transcripts and evaluation request forms should be sent to the Admissions and Advising Center.

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

All of the following is required:

- A sealed, official transcript must be submitted (except for VCCS colleges)
- 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 find out if my institution is regionally accredited?

The accreditation information is usually found on the back of your transcript, or check with your institution. It 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 it take for the transfer credits to be posted?

The process should take 14 business days but can take longer during peak times of the year.

8. How will I know when my transferable credits have been posted?

You may see the credits awarded by logging into your MyPVCC account and clicking on the View Transfer Credit Report under Self Service.

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

You may contact the Registrar/Records 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 I apply the EEE credits toward my degree progress?

An advisor may determine if the EEE credit is applicable towards your degree progress. If needed, they may refer you to the Dean responsible for your program.