



# REQUEST FOR EVALUATION OF OTHER COLLEGE COURSEWORK

Students planning to petition for graduation within the current school year do not need to submit this request. A transfer credit evaluation will be prepared as part of the graduation process.

The credit evaluation you will receive is intended for use by Hartnell College only and may not be accepted by other institutions. Coursework is evaluated by Hartnell College Associate Degree requirements and is not intended to serve as a composite transcript for those students transferring to other institutions.

- **COLLEGE TRANSFER CREDIT:** A minimum of 6.0 semester units must be completed at Hartnell College before your college transfer credit will be evaluated. Please submit recently issued transcripts for all colleges previously attended. Transcripts may be hand-carried in an unopened, officially sealed envelope or sent directly to Admissions & Records Office from the issuing institution. All transcripts submitted become part of the student's permanent file and will not be released to anyone outside of Hartnell College or any other institution. You can expect to receive the evaluation within 6-8 weeks after all documents have been received. A Credential Evaluation Service must evaluate foreign coursework. Reports **MUST** include course-by-course reports with semester unit equivalencies and letter grades.
- **Detailed Course Descriptions** may be required for you to provide for those courses you hope to transfer, or provide a college catalog in English.

**MILITARY PERSONNEL:** A minimum of 6.0 semester units must be completed at Hartnell College before your military education records will be evaluated. Please attach a DD214, DD295, or AARTS transcript and copies of certificates for any coursework that is not included on the other documents. Students with AARTS transcripts should also complete the Hartnell College AARTS Supplementary Questionnaire. A SOCAD agreement will also be prepared for those students who are eligible. You can expect to receive the evaluation within 6-8 weeks after all documents have been received.

List **ALL** Colleges or Military Forms you wish to have evaluated:


Name (on Hartnell records): \_\_\_\_\_ SSN: \_\_\_\_\_

All other names: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Have you recently applied for Financial Aid at Hartnell?  Yes  No

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_