



COURSE-TO-COURSE EVALUATION OF OTHER COLLEGE COURSEWORK

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. All official transfer transcripts must be attached to this form for it to be reviewed and processed. The counselor who is signing this form below is making a recommendation to the Admissions & Records Office to accept the following coursework as equivalent coursework at Hartnell College. The final approved evaluation will be made by the Admissions & Records Office and recorded on your Hartnell College academic record. You can view all of your college coursework on your PAWS transcript.

Last Name: _____ First Name: _____ Hartnell ID #: _____ Phone: _____

HC Major: _____ Hartnell Email: _____

CT ☐ AA/AS ☐ AA-T/AS-T ☐ CSU GE ☐ IGETC/UC ☐ IGETC/CSU ☐ **EVALUATOR**

Course #: _____ @College: _____ in Semester _____ Grade _____ = Course # _____ Area: _____ @ Hartnell _____

Course #: _____ @College: _____ in Semester _____ Grade _____ = Course # _____ Area: _____ @ Hartnell _____

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Course #: _____ @College: _____ in Semester _____ Grade _____ = Course # _____ Area: _____ @ Hartnell _____

Course #: _____ @College: _____ in Semester _____ Grade _____ = Course # _____ Area: _____ @ Hartnell _____

Course #: _____ @AP Credit: _____ in Semester _____ Grade _____ = Course # _____ Area: _____ @ Hartnell _____

Total Electives: _____ @College: _____ Units Attempted _____ Units Completed _____ Grade Points _____

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Student's Signature: _____ Date: _____ Counselor Signature: _____ Date: _____

A&R Use Only:	
A – L = Jutta West	M – Z = Roberta Ruiz-Carracho
File Received on: _____ by _____	
Evaluation Completed and posted on: _____	

Counseling Dept. Use Only:	
File Received on: _____ by _____	
Student Called on: _____ by _____	
Appt. Date/Time: _____	

Comments: _____

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Transfer Credit Evaluations are only available from week 3 – 13 of the Fall/Spring Semester; and week 2-5 of the Summer Session

DIRECTIONS:

1. Upon completion of 6.0 units at Hartnell College, at the pre-evaluation meeting, the counselor will review pertinent information for evaluation with the student, and initiate research for supporting documentation. After the pre-evaluation meeting, the evaluation form will be completed by the Counselor within 2 weeks; the Counselor will then send the form and any documentation to A&R for review and processing by the Evaluators.
2. The evaluators will then review the evaluation documentation received and update the student's academic record with course-to-course equivalencies made whenever possible. This will be completed within 2 weeks of receiving the completed documentation. The originating Counselor will receive a copy of the approved equivalency document so that they have the approved form when they meet with the student for the comprehensive educational plan between weeks 3 through 5.
3. Within 1 working day of receiving the complete course-to-course document from one of the Evaluators, the student will be contacted by the Counseling Department for a follow-up counseling appointment with the originating Counselor to review the completed evaluation and prepare a comprehensive educational plan. The appointment will be scheduled within 1-3 weeks.

NOTES FOR STUDENTS:

- By submission of this signed form to Admissions & Records, you understand that Hartnell will evaluate your College/University level coursework, and that it will become part of your Hartnell academic record, and that it cannot be removed once posted.
- 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.
- **FINANCIAL AID STUDENTS:** All transfer accepted for transfer will be used in determining financial aid eligibility. Federal regulations dictate limits on how long you may receive aid. These limits are explained in Hartnell's Satisfactory Academic Progress policy (<http://www.hartnell.edu/sap-satisfactory-academic-progress>). Your transfer units will be included in units attempted and earned. Please carefully review this policy to determine how your transfer units will impact your financial aid.
- **FOREIGN STUDENTS:** A Credential Evaluation Service must evaluate all 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:** 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.