

# TRANSCRIPT EVALUATION REQUEST

## Frequently Asked Questions

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

It depends. If you are planning to complete a certificate or degree program at VHCC, 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 VHCC. However, I wish to take a course at VHCC that requires a prerequisite course which I took at another institution. What do I do?**

Bring your unofficial transcript to an advisor in the Students Services Division. Once it is confirmed 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 in the Student Services 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 Students Services Office.

**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 VHCC

**6. How do I find out if my institution is regionally accredited?**

The accreditation information is usually found on the back of your transcript; otherwise, check your institution's catalog. Your institution 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. What if the school I attended is not regionally accredited?**

You will need to provide additional information before we can give adequate consideration to your request for transfer credits. The course-by course review requires that you submit a portfolio documenting the credentials of the teaching faculty, course syllabus, course outlines, and other materials from the course experience including textbooks. Test and examinations may also help meet this request.

**8. How long does it take for the transfer credits to be posted?**

The process usually takes 3-4 weeks but can take longer during peak times of the year.

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

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

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

You may contact the Students Services Office with any questions regarding your evaluation.

**11. Why didn't a course get transferred?**

It can be because of any of the following:

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

**12. 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 VHCC course
- The transferring course is fewer credits than the VHCC course
- The transferring course is one with a lab component, and the lab is missing or you received a failing grade for the lab

**13. How do I apply the EEE credits toward my degree progress?**

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