

TRANSCRIPT EVALUATION REQUEST POLICY

Please keep this page for your records.

All students wishing to transfer credit from an outside institution to Waubensee Community College (WCC) will need to complete a Transcript Evaluation Request Form (TERF).

- ◆ Credit will be evaluated only if a student is seeking a degree or certificate at WCC.
- ◆ Official transcripts must be on file before the evaluation can be completed.
- ◆ TERFs will be returned to students if transcripts are not on file after six weeks.

The results of the TERF will be mailed to the student approximately four to six weeks *after official transcripts are on file*. Once results are received, the student is encouraged to contact Counseling and Advising at for academic advisement and a further explanation of evaluation of credit.

Students are not required to wait for TERF results before registering for classes or meeting with a counselor. Students are encouraged to meet with a counselor before TERF results are available during peak months of August and January.

Credit will appear on a TERF:

- ◆ The course is an equivalent to a WCC course
- ◆ The course can be used as an elective
- ◆ A grade of "D" or higher was received
- ◆ A developmental course can be used as a pre-requisite for the next level

Credit will *not* appear on a TERF:

- ◆ The course received a grade of "F" or "W"
- ◆ The course was repeated (the most recent grade is used)
- ◆ The course is considered a developmental course at WCC and a college-level credit course in the same area was also taken
- ◆ Transfer credit exceeds 49 credit hours, the amount of transfer credit able to be used for a WCC degree



TRANSCRIPT EVALUATION REQUEST FORM

It is the student's responsibility to request official transcripts for previous colleges. Evaluation of credit cannot be processed until all transcripts have been received. Evaluations will take two to four weeks to complete once all transcripts have been received. Students will be notified by mail. It is the student's responsibility to follow up with Counseling and Advising. During peak periods of August and January, please do not wait for your evaluation before seeing a counselor.

1. Submit official transcripts to: **Admissions and Records, Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554-9454.**
2. Complete a New Student Information Form if you have not already done so.
3. Complete this form and submit to Counseling and Advising.

Personal Information

Social Security Number: _____ - _____ - _____ or X Number: _____

Name: _____
Last First MI Former Last Names

Address: _____

City, State, Zip Code: _____

Home Cell Work Phone: _____ - _____ - _____

Email address: _____

Financial Aid Applicants Only

Have you completed a FAFSA for 2007-2008? Yes OR for 2008-2009 Yes

Are you receiving Veterans Assistance? Yes

Academic Information

Major Code: _____ Major: _____

Please list all colleges and universities you have attended. You must send **all** OFFICIAL transcripts to the Admissions and Records Office before an evaluation of credit will be completed.

Name of College/University	State	Dates Attended	Last Name on Transcript

Student Signature: _____ Date: _____

TRANSCRIPT EVALUATOR USE:

DATE RECEIVED: ___/___/___ EVALUATION COMPLETED: ___/___/___

COMMENTS: