

### Transcript Evaluation Request

Prior to requesting an evaluation of your courses taken at other colleges and universities, **all official transcripts must be on file** in the Office of Admissions & Records. **You must provide course descriptions (for year courses were taken) from all out-of-state institutions, and all private schools within California. In addition, you must include course outlines (syllabi) for all English, math, and speech courses from out-of-state and private schools within California.** You must have an educational goal of (1) earning a certificate from GCC; (2) earning an associate degree from GCC; and/or (3) transferring to a campus of the UC or CSU. You must have a Glendale College email account set up. Please read the following page to see if you meet the criteria for evaluation.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Date of Birth: \_\_\_\_\_ GCC I.D. # \_\_\_\_\_

Other names previously used: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt # City Zip Code

Telephone: \_\_\_\_\_ GCC Email: \_\_\_\_\_

List below all colleges & universities attended (other than Glendale Community College) that you would like evaluated.

\_\_\_\_\_  
\_\_\_\_\_

What is your educational goal? Certificate \_\_\_\_\_ Associate Degree \_\_\_\_\_ CSU \_\_\_\_\_ UC \_\_\_\_\_

*Sign below indicating that to the best of your knowledge, all the information you have provided above is accurate. Your counselor will submit this form to the Admissions and Records office with the section below completed.*

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR COUNSELING OFFICE USE ONLY

**Counselor – Indicate for which reason(s) student needs an evaluation of transcripts from previous colleges and universities:**

Certificate \_\_\_\_\_ Title \_\_\_\_\_  
Associate Degree: AA \_\_\_\_\_ major \_\_\_\_\_  
AS \_\_\_\_\_ Certificate title \_\_\_\_\_  
CALGETC \_\_\_\_\_  
CSUbreadth \_\_\_\_\_ AA-T/AS-T \_\_\_\_\_ Major \_\_\_\_\_  
IGETC \_\_\_\_\_

Counselor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_ Extension: \_\_\_\_\_

Counselor Email: \_\_\_\_\_

## EVALUATION OF TRANSFER CREDIT

The Office of Admissions and Records at Glendale Community College (GCC) evaluates courses that you have completed at another college/university to determine how they can be used to help you complete your educational objective at GCC. **This evaluation will not include coursework taken at GCC or coursework in progress.** For evaluation of transfer credit to be completed, you must satisfy the following criteria:

1. You must be currently enrolled at the time your counselor submits your *Transcript Evaluation Request* form to the Admissions and Records office.
2. You must have official copies of all transcripts on file with the Office of Admissions and Records.
3. You must provide course descriptions (for year courses were taken) from all out-of-state institutions, and all private schools within California. In addition, you must include course outlines (syllabi) for all English, math, and speech courses from out-of-state and private schools within California.
4. Courses from colleges or universities in foreign countries cannot be used for **IGETC**, or **CSU Breadth**. Copies of transcripts from a Credential Evaluations Service must be on file at GCC prior to submitting the evaluation request. Please check with the Admissions & Records office regarding the evaluation services accepted at GCC. Course outlines/syllabi will be required for all courses intended toward your goal/major at GCC.
5. You must have an educational goal that includes one or more of the following: (a) obtaining a certificate; (b) completing an Associate Degree; or (c) transferring to a campus of the California State University or the University of California.
6. Once you receive the completed evaluation through your Glendale College email account, make a follow-up appointment with your counselor to complete your *Student Education Plan*.