

## TRANSFER CREDIT EVALUATION REQUEST FORM

NAME: \_\_\_\_\_ FORMER (if applicable): \_\_\_\_\_

TUNXIS STUDENT ID #: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_  
(If no student ID # listed)

DATE OF BIRTH: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DEGREE/CERTIFICATE PROGRAM CURRENTLY ENROLLED IN AT TUNXIS: \_\_\_\_\_  
*\*If you are applying for our Dental Hygiene, Dental Assistant or Physical Therapy Assistant Programs, an official transfer credit evaluation will be completed upon your **acceptance** to your specific program.*

### LIST THE COLLEGE(S) TRANSCRIPTS YOU WANT EVALUATED FOR CREDIT.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

\*\*\*\*SEE REVERSE SIDE FOR ADDITIONAL IMPORTANT INFORMATION\*\*\*\*

**For your evaluation request to be processed, you must have OFFICIAL transcripts from \*each institution listed above sent directly to our Admissions Office.** Official transcripts must be received in sealed envelopes and cannot be opened by the student. Student copies of transcripts are not acceptable for transfer purposes.

\*If courses were completed at *institution A* and then the credit(s) were transferred to *institution B*, an official transcript from the *institution A* must be received for credit evaluation.

**NOTE:** It may take 8 – 10 weeks for your evaluation to be completed. Please note this evaluation may not be completed prior to you registering for courses. Please be prepared to provide unofficial transcripts when meeting with your advisor. **When your evaluation has been completed, an email will be sent to your CCC student email account.** (If you have not already done so, please follow the Office 365 instructions for setting up your account.) If you have any questions regarding the completed evaluation, please respond to the email that is sent to you. To ensure your privacy and in accordance with the Federal Privacy Act, information regarding your file cannot be discussed over the telephone.

\*\*\*\*SEE REVERSE SIDE FOR ADDITIONAL IMPORTANT INFORMATION\*\*\*\*

In signing this form, I agree that I have completely read and understand the information listed above as well as on the reverse side of this form.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## TRANSFERRING INTO TUNXIS COMMUNITY COLLEGE

Any student who has attended a post-secondary, regionally accredited institution (college/training institutes) and/or earned college level credits through high school/college programs, CLEP, Advanced Placement exams and/or military experience, and is **planning to complete a program at Tunxis**, might be eligible to transfer credits into his or her degree program at Tunxis. Transferring credits into Tunxis is not mandatory.

## CHECKLIST FOR TRANSFERRING CREDITS INTO TUNXIS

- Student must be accepted to Tunxis Community College and currently be in a Degree/Certificate Program. If you are a Non Degree student, and wish to become program enrolled, you must submit proof of high school completion and immunization documentation and submit a Change of Program Form.
- Student must submit a completed Transfer Credit Evaluation form. Incomplete forms will result in a delay of the transfer process.
- Student must request OFFICIAL transcripts from all previous college/institution(s) listed on the Transfer Credit Evaluation form. Official transcripts must be sent directly to the Tunxis Admissions Office. Official transcripts can be mailed directly to the Admissions Office in a sealed envelope.

**The Admissions staff processes Transfer Credit Evaluation requests in order of receipt and as expeditiously as possible. Please note that it may take up to 10 weeks for evaluations to be completed and may take longer during open and final registration periods. Please plan accordingly when meeting your goals and submitting your request. Incomplete requests/files will prolong the evaluation process.**

## ADDITIONAL INFORMATION REGARDING TRANSFERRING TO TUNXIS

A Transfer Credit Evaluation form must be completed and submitted each time an evaluation is requested. New evaluations should be completed if additional college level coursework is completed outside of Tunxis and/or if your major/program has changed since last evaluation.

Only courses that apply to your degree or certificate program shall be transferred.

Letter grades of “C-“ or better are accepted for credit only. Letter grades are not accepted or included in computations of student’s GPA.

Student must complete at least 25% of the minimum credit requirements for the degree or certificate at Tunxis Community College to meet our graduation requirement.

Once the evaluation is completed, students are notified via email (CCC student email account). Credits will appear on the student’s transcript which can be found online at my.CommNet.edu.

After receiving notice of completed evaluation, it is strongly recommended that the student meets with his/her advisor to discuss which credits can be applied to his/her program.

Questions regarding coursework that was transferred into Tunxis can be directed to the Admissions Advisor that completed the evaluation and/or student’s faculty advisor.

**For further information, see the Transfer Student policy, Course Credit for Prior Learning, and College Level Examination Program in the Tunxis Community College catalog.**