



Request for Transfer Evaluation Form

The Peninsula's Community College

Name: _____ Date: _____
 Student ID # _____ SSN: _____
 Former Name(s): _____ Daytime Phone: _____
 Address: _____
 City/State/Zip: _____
 Program of Study: _____

Records to be Evaluated: Indicate all that apply:

College/University Transcripts (<u>Official Transcripts Required</u>)	Dates of Attendance
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

SDV 100 Waiver: Yes No (Associate's degree or higher required for waiver.)
 Highest Degree Received/Location/Date Conferred: _____

Examinations: List tests

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> AP _____ | <input type="checkbox"/> Cambridge _____ |
| <input type="checkbox"/> CLEP _____ | <input type="checkbox"/> IB _____ |
| <input type="checkbox"/> DANTES _____ | <input type="checkbox"/> Other _____ |

Military Service Schools: In order to receive more than PED Elective credit, full names of service schools with dates of attendance and location should be included on the documentation.

- DD 214 (Discharged/Retired) DD 295 (Active Duty)
 CCAF/Air University Certifications
 JST (Joint Services Transcript) includes Army, Coast Guard, Marine Corps, Navy.
 Active Duty/ Reserve/ Veteran

I have applied for admission to Thomas Nelson Community College and I understand that all official documentation must be provided to the Enrollment Services Office prior to an official evaluation taking place.

Student Signature: _____

For Office Use Only: App _____ Act _____
 Received By: _____ Date: _____
 Evaluation Complete/Notification Sent _____

Enrollment Services 2014



Transfer Evaluation Information Sheet

The Peninsula's Community College

It is the student's responsibility to...

- Initiate the transfer evaluation process.
- Have official transcripts sent from **all** previously attended institutions well in advance of registering for classes at Thomas Nelson to avoid repeating a course that may equate to a course taken at a prior college.
- Provide appropriate documentation for the review of non-traditional education. (i.e. exams, military, etc.)
- Submit a Request for Transfer Evaluation form for all previous education. Traditional and non-traditional.
- Provide additional information regarding previous courses, when requested.
- Check your Thomas Nelson email regularly. When your evaluation is completed you will be notified via that email account only.
- Have international transcripts evaluated by a member of the National Association of Credential Evaluators or one that is approved by the Virginia Department of Education. A course-by-course evaluation is needed. (Fees and time necessary to complete your credential review vary with each agency. Make sure you start the process well in advance of enrollment at Thomas Nelson.)

Things you should know...

- Have your official transcripts, examinations or translated foreign transcript (report) mailed to:

Thomas Nelson Community College Hampton Campus	OR	Thomas Nelson Community College Historic Triangle
Enrollment Services		Office of Student Development
99 Thomas Nelson Drive		4601 Opportunity Way
Hampton VA 23666		Williamsburg VA 23188

- Your Request for Transfer Evaluation form may be submitted in the following ways:

Faxed to:

Hampton Campus	OR	Historic Triangle
757-825-2763		757-253-4498

In Person

Hampton Campus	OR	Historic Triangle
Admissions, Records & Registration Office		Office of Student Development
Room 208-Griffin Hall		Room 117

- It may take approximately 10 – 12 weeks to complete an official evaluation.
- Have you attended another Virginia Community College? Official transcripts are not required from other VCCS Colleges; however, a Request for Transfer Evaluation form is required.
- If you have a negative indicator that holds your transcript at one of our sister VCCS schools, we will be unable to process your request until that hold is cleared at the other institution.
- Only courses with a grade of C or higher can be considered for transfer. (Including the grades of C+ & C-).
- Transfer courses are **not** included in the calculation of your Thomas Nelson grade point average (GPA).
- If you receive an SDV 100 waiver, the 1 credit hour is still required to meet degree totals. You can satisfy the one credit hour in any discipline.

If you have further questions regarding transfer evaluation, you may contact the following numbers:

Hampton Campus
757-825-3517

Historic Triangle Campus
757-253-4882