

Appeal of Evaluation of College Transcripts From Non-Regionally Accredited Institutions

This form is for students who want to transfer in credit from a non-regionally accredited college or university. If the College determines that the transfer course matches a CLC course in content, rigor and length it may be accepted for credit.

For credit from non-U.S. institutions use the [Request for Evaluation of Prior College Transcripts](#) form. International transcripts will not be directly evaluated. Contact an approved evaluator for evaluation for foreign coursework and have the official evaluation sent to Registrar and Records. The evaluation must be a **Catalog Match** evaluation in order to be considered for transfer credit. Contact your Academic Success Advisor (ASA) for a list of approved companies that provide Catalog Match services.

Name: _____ CLC Student ID#: _____

Student Email: _____@stu.clcillinois.edu Phone: _____

Program of Study for Evaluation

Courses from your previous college(s) will only be evaluated towards the program indicated on this form. Not all courses may transfer. If you are unsure of your program of study, contact your Academic Success Advisor (ASA).

Program of Study: _____ Plan Code: _____

College/University Information

Official transcripts are required for an evaluation. Transcripts must be received in a sealed envelope or sent electronically from an institution via an approved secure site in order to be considered official. Transcripts that have been opened by the student will not be considered official. Unofficial transcripts cannot be used for transfer credit.

College/University: _____ City and State: _____

Coursework to be evaluated

Appeals must be made on a course by course basis. Only courses listed below will be reviewed.

The following documents are required for each course you wish to transfer:

- Course description from the college catalog that was in effect when you took the course.
- Course syllabus or course reference file (from the same term that you took the class).
- Narrative explaining justification for award of transfer credit.

Completed Course 1: _____ Term/Year Completed: _____

Completed Course 2: _____ Term/Year Completed: _____

Completed Course 3: _____ Term/Year Completed: _____

The Dean of the appropriate Division will determine if credit will be awarded. The decision of the Dean is final. Any concerns regarding your transfer credit must be made within one month of the completion of your request. Once posted, transfer credit cannot be removed from your record.

Student Signature

Date