River Valley Community College
One College Drive; Claremont, NH 03743-9707
310 Marlboro Street; Keene, NH 03431

REQUEST FOR EVALUATION OF TRANSFER OF CREDITS

Student:_____ ID#:_____

Address:_____
Street City State Zip Code

Program for which transfer of credit evaluation is to be done:_____
Student status: ___ Matriculated for above program ___ Accepted for above program
___ Application pending ___ Has not yet applied

☐ **This evaluation of transfer credit is pending matriculation in the above program prior to _____.**

Students may be admitted to programs with advanced standing if they have taken appropriate college courses at another regionally accredited institution or System College and earned a "C" or higher. College courses for transfer credit beyond ten years will be evaluated by department chairs and/or the Vice President of Academic Affairs. It is the student's responsibility to furnish official transcripts and, if requested, course descriptions. A Department Chair, Program Director or designee will evaluate each course and grade. The Vice President of Academic Affairs determines if the credits should transfer and the student will receive a list of courses accepted for transfer. Grades of courses transferred are not included in the calculation of the Grade Point Average or the Cumulative Grade Point Average. Credits earned at another institution will be added to the total credits accumulated for graduation.

Transfer credits from:_____ Year(s) attended:_____

☐ **Please check here if outside coursework is greater than ten years old.** ☐ **Please check here if terminal degree was awarded.**

TRANSFER COURSE NO. & TITLE	CR		RVCC COURSE NO. & TITLE Or ELECTIVE	CR		Approved by DC	Approved by VPAA

Submit this form with official transcripts and course descriptions to the Registrar's Office. Transfer of credit should be done prior to the beginning of a semester.

OFFICE USE ONLY

_____ _____
Program Director/Chairperson-Liberal Arts Dept. (if applicable) Date

_____ _____
Registrar Date

_____ _____
Vice President of Academic Affairs Date

Copies: White (Registrar's Office) Blue (Advisor/Program Director) Yellow (Student) Pink (Admissions Office)