

# COURSE TO COURSE EVALUATION FORM

Students may complete this form with a counselor at any time after 6 units have been completed; however, A&R will only process Transfer Credit Evaluations weeks 3-10 of the Fall/Spring Semester; and week 5 of the Summer Session.  
Counseling appointment required. Complete this form with a counselor for evaluation of external college coursework and/or external exams. Official transcripts/scores must be filed at the Admissions & Records office.

## Course to Course Evaluation of External College Course Information

Course to Course evaluation requests are used to attain credit for external college courses including evaluation of examinations such as AP, IB and CLEP being used toward completion of an associated degree or certificate. This form is to be used once you have completed 6 units at Hartnell College to request credit evaluation for general education courses, courses with matching C-ID designation and elective units. In order to process your transcript evaluation you must submit an official transcript(s) and/or test scores to the Admissions and Records Office. Please note, all official evaluations are for Hartnell College degree purposes only, we cannot guarantee courses will be accepted at other institutions.

By submission of this signed form to you understand that Hartnell will evaluate your College/University level coursework, and that it will become part of your Hartnell academic record and that it cannot be removed once posted. Transcripts may be hand-carried in an unopened, officially sealed envelope or sent directly to Admissions & Records Office from the issuing institution. (H)-S

Address: Hartnell College  
Admissions & Records: