Transcript Evaluation procedure for the external transcript

1. **Evaluating and posting transfer units:**

   a. Determine the student’s enrollment status: student must be currently attending or completed 12 units at WVC.
   
   b. Determine if the college is accredited: use the Accredited Institutions Reference Manual book, or accredited web site ([www.ope.ed.gov/accreditation](http://www.ope.ed.gov/accreditation))

   **Accrediting Bodies recognized by WVC:**
   
   MSA - Middle State Association of Colleges & Schools
   
   NASC - The Northwest Association of Schools & Colleges
   
   NCA - North Central Association of Colleges & Schools
   
   NEASC - CIHE - New England Association of Schools & Colleges, Inc./Commission on Institutions of Higher Education
   
   SACS - CC - Southern Association of Colleges & Schools/Commission on Colleges
   
   WASC - Jr - Western Association of Schools & Colleges/Accrediting Commission for Community & Junior Colleges
   
   WASC - Sr - Western Association of Schools & Colleges/Accrediting Commission for Senior Colleges & Universities
   
   If the College is outside of the United States: to determine whether or not transfer coursework can be accepted from a college outside of the United States, the student must have their coursework evaluated by NACES members ([www.naces.com](http://www.naces.com)). We only grant elective credit for international coursework unless the student provides translated course descriptions from the college catalog.

   c. Evaluate the transcript:
   
   • Determine which courses on the transcript we can accept:
   
   Read the backside of the transcript to determine the course numbering system and grading symbols. If the information is not included on the back of the transcript, you can go to College Source online ([www.collegesource.org](http://www.collegesource.org)) to review the catalog.

   Cross out all non-degree applicable coursework. (Use course numbering system.)

   Cross out any transfer coursework added to the transcript that was taken at another college.
   
   Cross out any Advanced Placement and CLEP test credit. We need the official test scores before we can add credit.
Cross out any CEU coursework (Continuing Education – generally this can be determined by course numbering.) This is non-credit coursework and we do not add award credit for non-credit coursework.

Pay close attention to courses that have been repeated and alleviated through academic alleviation. We must accept a transcript exactly as it is presented. Cross out courses that are not included in the GPA due to these circumstances.

Cross out the courses with a grade of W, NC, NP or any other symbols which are used for courses whose units do not apply toward the total transferred.

Substandard grades: courses in which students receive substandard grades (D or F) may be repeated. Once the course has been successfully pass (A, B, or C) then the course with the substandard grade may be coded on the transcript as repeated. Credit is only granted for the last course taken. If the course was repeated at WVC, then the first grade is eliminated. Cross this off the transfer coursework and write “rpt”. The transcript you are reviewing contains a course that was originally taken at WVC. You need to remove the units and the grade points from WVC.

d. Determine the term system used - quarter versus semester system

e. Determine if the college, at the time the courses were taken, was on the semester or quarter system. If the college operates on the semester system, the units are entered exactly as they appear on the transcript. (Remember to minus remedial and non-degree applicable courses.)

f. If the system is based on a quarter term you must convert from quarter units to semester units.
   (see Conversion chart)

g. Post transfer units (procedure to post)
2. **Evaluating and pass along courses:**
   a. Determine if the college is in California, using the college source or the assist web site to figure out the general education pattern to pass along ([www.collegesource.org](http://www.collegesource.org) or [www.assist.org](http://www.assist.org))
   b. Determine if the college is not in California, using the college source to for course description. If the courses are in the same content, we will go ahead to pass along for our GE pattern. Also, you should look on their general education pattern and see how they use their courses. If it is very difficult to figure it out, you need to discuss with our Articulation Officer, Department Chair and Dean of Department.