



TRANSFER CREDIT EVALUATION

Student First/Last Name: _____ Student ID#: _____
Phone#: _____ Email: _____
Program/Cohort: _____ Catalog Yr: _____

STEP 1: Transcripts and Course Descriptions submitted (STUDENT & NAVIGATOR):

- Unofficial transcripts may be submitted for transfer credit evaluation. Official transcripts are required to award transfer credit and must be received by Student Records prior to starting the course. See instructions at end of form for foreign transcript requirements.
- Provide course syllabi, if available.
- Course descriptions and syllabi are not required for CCCS common course numbers.
- An in-person skills assessment may be required to confirm initial evaluation results.
- Students receiving Veterans Affairs benefits must submit transcripts for ALL previous credit earned.

Student Signature: _____ Date: _____

Navigator Signature: _____ Date: _____

STEP 2: Transfer Credit Evaluation (OFFICIAL USE ONLY - INSTRUCTION):

Transfer Institution	Transfer Course	Yr/Sem Completed	# Transfer Institution Credits	EGTC Equivalent Course	# EGTC Equivalent Credits

(Additional lines continued on back of page if needed)

Total # transfer credits approved (cannot exceed $\frac{2}{3}$ total program credits): _____

Is an In-Person Skills Assessment required to finalize this evaluation? ____ Yes ____ No

Dean Signature: _____ Date: _____

STEP 3: In-Person Skills Assessment (OFFICIAL USE ONLY - INSTRUCTION):

- It is the student's responsibility to schedule an in-person skills assessment with the Instructor within one month of the initial transfer credit evaluation.
- In-person skills assessments must be completed prior to starting courses.

___ Above Transfer Credit Evaluation Confirmed

___ Above Transfer Credit Evaluation Revised (explanation of revisions):

Instructor Signature: _____ Date: _____

Dean Signature (required for revisions only): _____ Date: _____

STEP 4: Transfer Credit Awarded (OFFICIAL USE ONLY - STUDENT RECORDS):

___ Official transcript received

___ Transfer credit awarded in Jenzabar (Any credit discrepancies require Registrar approval prior to awarding credit).

___ Form and attachments scanned to student's folder in S: drive

Student Records Signature: _____ Date: _____

Registrar Signature: _____ Date: _____

Form Instructions:

- The purpose of this form is for students to request that credits earned at another college be transferred towards meeting program requirements at EGTC.
- Students must be admitted to a program (Stage 40 - Eligible to Register) before submitting this form.
- Navigator completes STEP 1 of this form with the student.
- Navigator either confirms receipt of official transcripts with Student Records and attaches copies or attaches unofficial transcripts.
- Navigator works with student to attach copies of course descriptions (required for non CCCS courses) and syllabi (required for non CCCS courses, if available).
- Navigator checks for previously approved transfer credits from requested institutions and attaches information (if applicable).
- Navigator saves a copy of form and attachments in student records S drive as "InProgressTransferEval_LastName".
- Navigator submits form and attachments to the Dean, along with guidance as to what courses the student wants to transfer.
- Dean works with Instructor to complete STEP 2 of the form and returns form to the Navigator within 5 business days. **Dean will make notes addressing any credit discrepancies.**
- Navigator emails student, Instructor, and Associate Dean with initial evaluation results (attach form and attachments) and instructions for student to set-up an in-person skills assessment with the Instructor (if required).
- Instructor completes in-person skills assessment with student, completes STEP 3 of this form, and returns form to Navigator.
- Navigator emails student, Instructor, and Associate Dean with approved transfer credit information and reminder of official transcript requirement (if necessary).

- Navigator confirms registration is correct, makes registration adjustments as needed, and emails student, Financial Aid, and Treasury of any changes.
- Navigator submits form and attachments to Student Records.
- Student Records completes STEP 4 of form, scans completed form to S drive as "TransferEval_LastName", and files form and transcripts.

Transcript Instructions:

- In order to transfer credit to Emily Griffith Technical College, students must request official transcript(s) from previous institution(s). For a transcript to be considered official, it must be sent directly by the issuing institution to:
 - o Emily Griffith Technical College
Student Records
1860 Lincoln St
Denver, CO 80203
Student.Records@emilygriffith.edu
- Transcripts from international institutions must be evaluated by a National Association of Credential Evaluation Services (NACES) approved evaluation organization: <http://www.naces.org/members.html>. The evaluation results must be submitted to Student Records prior to transfer credit evaluation. English translations of course descriptions may also be required for transfer credit evaluation.
 - o Colorado Department of Regulatory Agencies (DORA) requires that Barbering, Cosmetology, and Esthetician applicants have foreign qualifications evaluated by either AEQUO International <https://aequointernational.com>, an organization that is a member of the National Association of Credential Evaluation (NACES) <http://www.naces.org/members.html>, or the Association of International Credential Evaluators (AICE) <http://aice-eval.org>.
 - o Colorado Department of Regulatory Agencies (DORA) requires that Massage Therapy applicants have foreign qualifications evaluated by either International Consultants of Delaware (ICD) www.icdeval.com or International Education Research Foundation, Inc. (IERF).
 - o Colorado Department of Regulatory Agencies (DORA) requires that foreign-trained Practical Nurse applicants submit the Credentials Evaluation Service Professional Report from the Commission on Graduates of Foreign Nursing Schools (CGFNS) www.cgfns.org.
 - o For more information on Colorado DORA requirements, visit <https://www.colorado.gov/dora>.
- Submitted transcript documents become the property of the school and will not be released to the student or transferred to other institutions.