

## **Procedure VI.6003.A.a, Evaluation of Transcripts for Transfer Students**

### **Associated Policy**

Policy VI.6003.A, Evaluation of Transcripts for Transfer Students

### **Procedures**

Students may request San Jacinto College (College) to conduct a course-by-course evaluation of official transcripts from regionally accredited colleges and universities or a college or university that has been approved by committee review. To request an evaluation, students are encouraged to contact a campus Admissions office or Educational Planning, Counseling, and Completion Office.

Transcripts must be received and on file by the College before the Transcript Evaluation Form is submitted. Detailed information is available in the College Catalog or College website.

### **Definitions**

**Transcript:** a digital or printed copy of a student's academic record, including courses, attendance dates, and course grades.

Date of SLT Approval	February 26, 2018
Effective Date	April 3, 2018
Associated Policy	Policy VI.6003.A, Evaluation of Transcripts for Transfer Students
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, of Student Service