If you wish to have transcripts from another institution—including another VCCS college—evaluated for transfer credit, please follow these instructions:

1. Request official transcripts, AP Scores, IB Scores, and CLEP Scores from all previously attended institutions and Military Training. (Official transcripts from other VCCS institutions are not required.)

2. After requesting official transcripts, complete and submit this form to the Welcome Center or Admissions and Records. This may be done:
   - In person
   - By fax to (540) 423-9158
   - By mail to: Germanna Community College
     Attention: Admissions and Records
     2130 Germanna Highway
     Locust Grove, VA 22508

Former Names: ____________________________________________________________

Program of Study/Curriculum: ________________________________________________

NOTE: An evaluation will occur when GCC has received official transcripts from all previously attended institutions (excluding VCCS colleges) which are listed on the form. Please allow 4-6 weeks for completion of the evaluation.

**College Transcripts to be Evaluated:** (Including AP, IB, CLEP Scores and Military Training)

1. ____________________________________  4. ____________________________________
2. ____________________________________  5. ____________________________________
3. ____________________________________  6. ____________________________________

I understand that my transcripts will be evaluated only after all official transcripts are received. In addition, I understand that notification of my credit evaluation will be documented and sent to my GCC email address.

Student's Signature: ________________________________ Date: ________________
Transcript Evaluation FAQ’s

Please Keep This Page for Your Records

1. Which office is responsible for evaluating my transcripts?
   - The Admissions and Records Office (A&R) is responsible for evaluating US college transcripts, translations of international transcripts and non-traditional credits such as military transcripts, AP, IB, and CLEP test scores.

2. Where are my transcripts and evaluation request form to be sent?
   - All transcripts and evaluation request forms should be submitted to the Welcome Center or mailed to: Germanna Community College, Attention: Admissions and Records, 2130 Germanna Highway, Locust Grove, VA 22508.

3. What documentation is required for transcript evaluation?
   - The official transcript(s)
   - The signed Transcript Evaluation Request Form

4. After all transcripts and forms are received, how long does it take before transfer credit is posted?
   - 4-6 weeks

5. How will I be notified when my transferable credits have been posted?
   - You will be notified through your GCC e-mail account.

6. I am not seeking a degree at Germanna Community College (GCC). The class that I want to take at GCC requires a prerequisite course which I completed at another institution. Do I need to submit an official transcript and transcript evaluation request form?
   - No, please visit the Welcome Center, a counselor or your advisor with your unofficial transcript. Advising notes can be written in the student information system noting the prerequisite course and thereby allowing enrollment.

7. Transfer credit is generally awarded from regionally accredited institutions. How do I find out if my institution is regionally accredited?
   - The accreditation information is generally found on the back of the transcript. Otherwise, check your institution’s catalog.

8. Why DIDN’T a course transfer?
   - The course content is not equivalent to offerings at the College
   - The grade on the transcript shows W, I, or lower than C-
   - The course does not meet a degree requirement in your GCC curriculum
   - The computer course is more than 5 years old

9. My transcript was evaluated and some of the posted credit appears as EEE. What do EEE’s mean?
   - EEE’s are elective credits which are awarded when the transferring course does not correspond directly to a GCC course.
   - EEE’s are elective credits which are awarded when the transferring course corresponds to a GCC course, but the transferring course is fewer credits than the equivalent course at GCC.