

Transcript Evaluation Process

Failure to request a transcript evaluation several weeks in advance jeopardizes the chance to meet program application or certification deadlines.

If you are planning to use the courses completed at another regionally accredited institution toward AVC specific or transfer specific (UC or CSU) requirements, you must:

1. Submit all official transcripts to the Transcripts Office.
2. Request a transcript evaluation appointment via an "appointment request form".
3. During the appointment, it may be deemed necessary to submit courses to discipline faculty for their review using an Equivalency/Substitution Request form. **See below for Equivalency/Substitution request process**
4. Syllabi will likely be required for any course evaluation submitted for discipline faculty review.

A transcript evaluation appointment does not mean that your education plan will be completed the same day.

Equivalency/Substitution request process:

1. The counselor will submit the course for review by discipline faculty.
2. It may take several weeks (or more) for discipline faculty **to render a decision**. The Counseling Department has no control over this time period.
3. Once discipline faculty have made a decision, the signed request is sent back to the Counseling Department.
4. The Counseling Department forwards the signed document to the Graduation Office for a final review.
5. After the final review, the student will receive an email with the outcome of the course evaluation. The student may then schedule a follow-up appointment with a counselor.

Please note, not all courses completed elsewhere are deemed comparable to AVC specific courses or transfer specific requirements.