



Request for Transcript Evaluation of Additional Courses

Admissions, Records & Registration Services ~ PO Box 200 ~ Blackwood, NJ 08012

Phone: 856-227-7200 Ext. 4200

Initial Transcript Evaluation Guidelines

Students enrolled in a matriculated program

- Courses will be evaluated based on the degree requirements.
- Only courses required for the degree will be transferred.
- A maximum of 30 credits will be transferred.

Students not enrolled in a matriculated program

- English and Mathematics courses will be evaluated.
- The highest level remedial courses and/or college-level courses will be transferred.

Students who have applied, but have not registered

- English and Mathematics courses will be evaluated.
- The highest level remedial courses and/or college-level courses will be transferred.

This form is to request **ADDITIONAL** specific courses be evaluated for transfer **AFTER** the initial transcript evaluation is complete.

Student Name: _____

Student ID: _____

Email Address: _____

Phone #: _____

ADDITIONAL COURSES TO BE EVALUATED

Institution Name	Course Name/Number

Reason for request: _____

By signing below I acknowledge that courses transferred in that do not apply to my current program, or that exceed 30 credits, could impact my financial aid eligibility.

Student Signature

Date

FOR OFFICE USE ONLY	
Date Completed:	
Staff Initials:	
Letter Sent:	