

PETITION FOR TRANSFER OF CREDIT TO DCCC

Students must complete this form in order to have courses from other colleges transferred to DCCC. Have your former college send an official copy of your transcript(s) to our Records Office. We may ask for catalogs from your former colleges in order to evaluate your transfer courses properly. List all former institutions, dates attended and the major into which you wish to transfer these credits. Return this petition to the Assessment Center, Room 2195 on the main campus, for evaluation and approval.

TRANSFER CREDITS POLICY

1. DCCC will accept coursework with grades of "D" or better from accredited institutions, **but** the grades for all credits selected for transfer must average at least 2.0 on a scale of 4.0.
2. The acceptability of courses depends on the appropriateness of the courses to a given major, on their comparison to courses offered in the DCCC program and on the length of time since these course credits were earned.
3. Current students may transfer to DCCC a maximum of 36 credits from other institutions.
4. Former students who have completed at least 24 credits at this College may transfer back a maximum of 12 credits from other institutions to satisfy DCCC degree requirements.

You will be notified of the evaluations via mail.

Today's Date: ___/___/___

Student I.D. # _____ Student Signature _____

Student: _____
(Last) (First) (M.I.) (Maiden name or any other name used)

Address: _____
(Number) (Street) (City) (State) (Zip)

Phone: _____ / _____ **DCCC Major:** _____
Home Other (REQUIRED)

Is this a request for a re-evaluation of your transfer credits? ___ Y ___ N
 Would you like the maximum credits for this major evaluated for transfer? ___ Y ___ N
 Are you interested in having specific coursework evaluated? ___ Y ___ N If yes, list the course/s: _____

<u>Institution</u>	<u>Location</u>	<u>Dates Attended: From – To</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

-----DO NOT WRITE BELOW THIS LINE-----

INFORMATION FROM SENDING INSTITUTION

TRANSFER CREDIT TO BELOW COURSES

Course #	Course	Hrs. Credit	Grade	Course #	Course	Hrs. Credit
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						

Number of Credits Transferred on this evaluation to DCCC: _____ Total: _____

Evaluated By: _____ Date: _____ Approved by: _____ Date: _____