

Transcript Evaluation for College Transfer Students

The Transcript Evaluation Department would like to provide you with the following tools and information concerning the evaluation of all transcripts being sent to us by students transferring here from other **colleges**. The federal government requires that a transcript from EACH school you have attended be sent to your transfer school of choice (Chipola College). Coursework must come directly from that school and will not be accepted when appearing on a transcript from another school. Chipola College accepts transfer coursework from regionally accredited institutions. In addition, Chipola College may accept credits from institutions that are not regionally accredited in accordance with the State of Florida K-16 Articulation Agreement, which recognizes courses approved in connection with the Florida Department of Education Statewide Course Numbering System.

You may view your coursework on www.FACTS.org once all your schools have been evaluated (coursework will not post until all schools have been received and evaluated). NOTE: "In Progress" transcripts will NOT be evaluated as they are incomplete, please do not send your transcript until all of your FINAL grades have posted.

Students are required to initiate an electronic request for transcripts from your transfer school(s) upon application for admission or readmission, however, it is not guaranteed Chipola College will always receive the transcript(s) by this method if the transfer school is not set up to send this type of request. It is the **student's responsibility** to follow up with Transcript Evaluation in the Admission and Records Office to confirm all transcripts have been received.

NOTE: Transcripts with a print date older than 6 months will not be accepted as valid for evaluation.

Financial Aid

Your aid will not be processed until all final transcripts have been received and evaluated from each school. The processing time for transcripts of students who have applied for financial aid is approximately **3-5 business days** from the date of receipt of final transcript.

NOTE: If you have a previous degree, please check with financial aid in regards to eligibility status.

Non-Financial Aid Students:

Transcripts for students not on federal financial aid will be processed in approximately **7-10 business days** from the date of receipt of the final transcript.

Closed Schools:

If you previously attended a school that you think has closed, you may use the search page [here](#) to verify. You will then need to contact the appropriate Closed School Contact for the state the school was located in and request that a letter be sent to Chipola College on your behalf. The contact person can tell you if your records are being held somewhere and how to obtain them. If not, they will need to send a letter to the Admission and Record's Office stating that the school has closed and no records are available for you. They will need to include your name and social security number. The contacts can be found [here](#).

AP/CLEP/IB:

Your official test scores will need to be sent to us for evaluation. You may bring in your official score report or have one sent to us. Contact www.collegeboard.com for AP and CLEP scores. Contact www.ibo.org for IB scores.

Transient Status: Chipola College students wishing to attend another postsecondary institution and transfer credits back to Chipola College must obtain permission from

Chipola College before enrolling at the other institution. Students should fill out a transient form, seek advisement about courses, including correspondence courses, they wish to take, and have their status at Chipola College certified in the Admission and Record's Office before enrollment at another institution. Transient forms are available online at www.facts.org.

International Transcripts: Students transferring in coursework from institutions that are not a part of the United States are required to submit their transcripts to World Education Services for translation and evaluation. Contact World Education Services at <http://www.wes.org/> .