



Policy No. IS100.45
Northwest Louisiana Technical College

Transcript Evaluation Request

Original Adoption: June 1, 2007
 Effective Date: June 1, 2007
 Last Revision: August 21, 2014

Campus: _____

Program Major: _____

Name: _____

Student I.D. /No. _____

Social Security Number: _____

Students wishing to request transcript evaluation for transfer credit must submit an official college transcript and, the course syllabi/outline or official course description for each course. Louisiana Technical College will make every effort to conduct the evaluation as expeditiously as possible once all documentation has been received.

Address: _____

Email Address: _____ **Phone:** _____ **Date:** _____

<u>Course Number/Title/Grade</u>	<u>Name of College or University</u>	<u>Accepted</u>	<u>Denied</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Department Head/Designee: _____ Date: _____

Signature of CAO/Designee: _____ Date: _____

Signature of Registrar: _____ Date: _____

Office Use: Student Records

Official Transcript on File:

By Initial

Date

Policy Reference: Louisiana Technical College Policy No. IS100.45
Policy IS1930.106 Acceptance of Transfer Credit
20 U.S.C. §1232(g), Family Educational and Privacy Rights
34 C.F.R. §99.1 et seq., Privacy Rights of Parents and Students

Approved:



Dianne Clark
Interim Director