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| Policy Name:           | Transcript Evaluation Form |
| Policy Number:         | 1.025a                     |
| Effective Date:        | June 1, 2007               |
| Date of Last Revision: | July 24, 2019              |
| Functional Area:       | Academic Affairs           |

### Transcript Evaluation Form

Campus: \_\_\_\_\_ Program Major: \_\_\_\_\_

Name: \_\_\_\_\_ Transcript Name if Different: \_\_\_\_\_

Banner ID: \_\_\_\_\_ Last 4 digits of Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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.

| <u>Course Number/<br/>Title</u> | <u>Name of College<br/>Or University</u> | <u>Course Credit is<br/>Accepted For</u> | <u>Grade</u> | <u>Accepted</u> | <u>Denied</u> |
|---------------------------------|--|--|--------------|-----------------|---------------|
|---------------------------------|--|--|--------------|-----------------|---------------|

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Total # Courses Approved \_\_\_\_\_ Total # Credits \_\_\_\_\_

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: \_\_\_\_\_

Approved:



Dr. Jayda Spillers

Chancellor

