



TRANSFER CREDIT REQUEST & EVALUATION FORM



STUDENT

NAME: _____ ID#: _____ START DATE: _____

PROGRAM: _____ CAMPUS: _____ TELEPHONE: _____

Diploma Associate Bachelor

Name of Institution of Origin: _____

Transferred credits must match a course offered in the FTC or DAVE catalog in the following areas: *level, content, and credit hours* . Major, major elective or technical core courses may not be transferred if their completion date will exceed five (5) years as of the start date at FTC or DAVE program. **The student must provide an official sealed transcript and college catalog to Admissions or Dean of Academic Affairs office for consideration within forty-five (45) days from the student’s start date.** This form must be completed for each transcript to be evaluated.

Requested by: Student _____
Student Signature _____ *Date* _____

****** BELOW **** TO BE COMPLETED BY ACADEMICS:**

- Your "official" transcript has been evaluated for transfer credit. Based upon your transcript, you have been granted the transfer credits listed below. If you have any questions(s) regarding the college's transfer credit policies on the credit(s) you have received, please contact the Dean of Academic Affairs/Academic Leader.
- Your "official" transcript has been evaluated for transfer credit. Based upon your transcript, you have *not* been granted transfer credit. If you have any questions(s) regarding the college's transfer credit policies, please contact the Dean of Academic Affairs/Academic Leader

TRANSFER CREDIT FROM: Add Name of Institution below:					
Course Number	Title of Course Completed (TRANSFER)	Date Taken	Credit Semester or Quarter	Grade	Hours

TRANSFER CREDIT TO: Add the Name of the Academic Unit below: Florida Technical College or DAVE School			
Course Number	Title of Course Equal To	Credit Semester or Quarter	Hours
Total Credits/Hours Transferred:			

WILL RECEIVE: _____ CREDITS _____ CLASSES _____ HOURS TOWARDS PROGRAM
 WILL NEED: _____ CREDITS _____ CLASSES _____ HOURS TO COMPLETE PROGRAM

Approved by: _____
 Dean of Academic Affairs: _____ Signature _____ Date _____

_____ Signature _____ Date _____

CC: Financial Aid and Student Accounts

*Once the transfer of credit evaluation is complete, the form and full transcript (front and back) must be submitted to the Registrar via a ticket to be processed and uploaded in SchoolDOCS.



Transfer of Credit Procedure

1. The student must complete the Transfer of Credit Request Form.
2. The process request for transferring credits must be generated by the student during the admission process and in a period of not more than forty-five (45) calendar days from the initial date to their first academic term; after that deadline no new requests will be accepted.
3. If the student has any problems obtaining their official transcript during the validation period, an extension of 15 calendar days will be provided. If the official transcript is not received at the Registrar's Office within this time, the transfer of credit request is void.
4. Those students with transferred courses from other institutions must present the transcript from each institution in order to transfer courses. A copy of the catalog, syllabus or any other document may be required to verify the credit hours, content and duration of courses.
5. The transfer of courses will be processed taking into consideration the official transcript(s) received. The student may request a preliminary or unofficial evaluation with a copy of the transcript(s) however, it will not be processed until official transcripts are received. Each course will be evaluated with their corresponding course equivalency at FTC. Some courses that are not part of the academic offerings of FTC may be considered as electives transferred credits, upon authorization of the Vice President of Academic Affairs.
6. Courses approved in a period that exceeds 10 years, will be considered based on their merits and in accordance with the requirements of the accreditation agencies and the changes and requirements of the examination boards. These cases will be reviewed by a committee composed of the Dean of Academic Affairs and Academic Leaders.
7. The Registrar Office will send the student a written notification notifying students which courses have been accepted for transfer.
8. The student may submit a written appeal to the Dean of Academic Affairs/Academic Leader if in disagreement with the decision in a period no longer than ten (10) days from receipt of the notification.
9. Transferred courses will be reflected as a "T" in the student transcript. These courses will affect the percentage of credits attempted when evaluated for Satisfactory Academic Progress.