

EVALUATION REQUEST FOR OTHER COLLEGE TRANSCRIPTS

(ALL STUDENT INFORMATION MUST BE COMPLETED)

Student Name: _____ LBCC Student ID #: _____
(Last, First – Please Print)

Phone #: (_____) _____ Email Address: _____

Other Names Used: _____ Birth date: _____

LBCC Field of Concentration : _____ **(Do not leave blank)**

Select only one: AA/AS (circle one) _____ Certificate _____

(DO NOT use this form for Plan B-CSU GE Certification or California Community College courses in Plan C)

I have completed 12 units at Long Beach City College. (Transcripts will not be evaluated unless the student has completed 12 units at Long Beach City College.)

Please read before submitting this form:

It is the responsibility of the student to submit all sealed official transcripts and supporting documentation for transcript evaluations (e.g. catalog descriptions & cover with year notated, course outlines and the information must be valid in the term the course was completed). Faculty reserve the right to evaluate the content through written, verbal, and any other necessary means they feel will allow them to make a curriculum decision. This is not the correct form for Plan B – California State University General Education Breadth Certification or Plan C Intersegmental General Education Transfer Curriculum for California Community College courses.

Procedure for submission:

- Complete this form with signature
- Submit this form to Admissions and Records for review with all sealed official transcripts and documentation as noted above.
- Provide your correct email address (an incorrect email address will mean that you will not receive notice when the evaluation is complete).
- **Course syllabus and course description are required for all courses prior to 1994.**

I have read and understand the procedures and my responsibilities for my education and transfer credits.

Student's Signature

Date

Please list all colleges/universities submitted for review	

For Office Use Only:

Date submitted for review: _____

A&R Staff who received this form (please print) _____

Date completed: _____ Evaluator: _____

Date emailed: _____

Notes: _____
