

ADMISSIONS & RECORDS

REQUEST FOR INCLUSION OF EXTERNAL COURSEWORK

****If you have any questions regarding external coursework transferability please consult with a counselor.****

Name: _____ Date: _____

Address: _____ ID#: _____

_____ Phone: _____

Former Name(s): _____

Have you applied for Financial Aid? _____ Yes _____ No

Others Reason(s) for Evaluation: _____

In most cases, units accepted from other institutions will not be posted on COC academic transcripts until students have completed 12 units in residence.

You must list all colleges attended:

This form cannot be accepted until *all official transcripts* are attached or on file at COC.

I REQUEST MY EXTERNAL COURSEWORK BE POSTED TO MY COLLEGE OF THE CANYONS TRANSCRIPT. I UNDERSTAND THAT ONCE MY TRANSFER UNITS ARE POSTED TO MY COLLEGE OF THE CANYONS RECORD THEY CANNOT BE REMOVED.

Student Signature: _____

Received By: _____

Date: _____