



Counseling Staff Use Only - Unit Exemption	
Counselor Name & Signature:	Date:

TRANSCRIPT EVALUATION REQUEST

Admissions & Records

Any questions regarding external coursework transferability please consult with the counseling office.

COC ID #: _____ Name: _____
Last *First* *M*

Former Name(s): _____

Address: _____ Email: _____@my.canyons.edu

Phone: _____

***Transcripts will not be evaluated until you have completed 12 units of coursework at COC.
 This form cannot be accepted until all official transcripts have been submitted to COC.***

Is this evaluation for Financial Aid? Yes No

Are you eligible for VA educational benefits?..... Yes No

Reason(s) for Evaluation: _____

List Colleges (not including COC):	

I request my external coursework be posted to my College of the Canyons (COC) transcript. I understand that once my transfer units are posted to my COC record they cannot be removed.

I understand that, in order to alleviate COC substandard academic coursework, I must repeat a COC course at COC. External coursework repetition, academic renewal, and all other grade-related actions will be honored.

Student Signature: _____ Date: _____

Please allow up to 6-8 weeks for evaluations to be completed.

FOR STAFF USE ONLY - Print Only		
Has the student completed 12 units of COC coursework?	YES	NO
Received By: _____	Department: _____	Date: _____
Comments:		