



# Transcript Evaluation Request

<b>For Office Use Only</b>	
Date Posted	_____
Initials	_____

Please request official transcripts for any coursework you would like evaluated for your program at Black Hawk College. We do not have the authority to obtain your records from other institutions.

Black Hawk College Identification #		Phone Number
First Name	Last Name	Former Name (if applicable)
City, State & Zip		
BHC Email Address. We do <u>not</u> send results by regular mail or email to any private email account.		
Please list the transcript(s) from OTHER college(s) that you want evaluated: _____ _____		
Please list the Degree and/or Major you are working on at Black Hawk College. Only general education and specialized credits pertaining to your current Major will be transferred to your record at Black Hawk College.		
Please list any degrees you have previously received from other colleges: _____ _____		

Please note the following and sign below:

- Upon receipt of a Request for Evaluation of Transcript Form, evaluation of transcripts generally occurs during the first month or two after you are enrolled in your first semester at Black Hawk College. (In the meantime, advisors can evaluate unofficial copies of your transcript and override prerequisite errors if necessary.)
- An email will be sent to your student email account accessible through myBlackHawk when the evaluation has been completed. When you receive the email, go to the Student/Academics tab. The results of the evaluation will appear on your unofficial transcript and also under Degree Audit. Meet with an Educational Advisor to complete your long-term academic plan.
- Academic credit is generally accepted only from institutions that are accredited by one of the regional accrediting associations.
- Credit from non-accredited sources must be approved by the appropriate department chair. (Proficiency examinations may be required to determine the transferability of academic credits from non-accredited sources.)
- All transfer credit will be equated to the semester hour system.

By signing below, I agree that I have read and understand the preceding information:

\_\_\_\_\_  
**SIGNATURE** \*Signature line may be left blank, and e-signature will be accepted when completed form is sent from a student's myBlackhawk email account.

\_\_\_\_\_  
**DATE**

Please return this form to the Enrollment Services Department at registrar@bhc.edu.

Revised 10-21-15