

HAMPTON UNIVERSITY
Hampton, Virginia 23668

Office of the Registrar

EVALUATION OF TRANSFER CREDITS

INSTRUCTIONS: EVALUATIONS MUST BE COMPLETED WITHIN TEN WORKING DAYS AFTER RECEIPT

1. Dean acknowledges receipt of transcripts and return the transfer credit transmittal card to the Registrar immediately.
2. Dean passes transcripts and transfer evaluation form to the Department Chair for evaluating.
3. Department Chair will return the completed form to the School Dean.
4. Dean will submit the completed transfer credit form to the Registrar's Office/Transfer Clerk.
5. Registrar/Transfer Clerk will record accepted credit on student's permanent record.
6. Registrar/Transfer Clerk will send HU transcript with accepted credits to student and School Dean.
7. Dean will send HU transcript to Department Chair for filing in student's department folder.

School/Department Evaluation of Transfer Credit

Student's Name		Student ID Number		Major	
College/University Attended	Course No./Title	Semester/Credit Rec'd	Letter Grade (C or Better)	H.U. Course Equivalent Course No. Title	Credit Hrs. Accepted

TOTAL HOURS: _____

EVALUATOR: _____
Signature

Date

FOR OFFICE USE ONLY

Name of School(s)	Rec'd In Registrar's Office	Sent to School Dean	Rec'd From School Dean	Recorded on Permanent Record	Notice Sent to Student	Notice Sent to Dean's Office

School/Department Evaluation of Transfer Credit

NAME: _____ SOC. SEC. NO.: _____ Major: _____

College/University Attended	Course No./Title	Semester/ Credit Rec'd	Letter Grade (C or Better)	H.U. Course Equivalent Course No./Title	Credit Hours Accepted

TOTAL HOURS: _____

EVALUATOR: _____
SIGNATURE
DATE