Transfer students have completed at least 30 semester (45 quarter) transferable college credits (students with less than the minimum transferable hours are required to adhere to new freshman requirements); the following information answers the most frequently asked questions, regarding the transcript evaluation process. Please use the reverse side to submit an inquiry for additional questions you have that are not answered below.

- **Transcript Evaluation Processing Time Frame** – 7 to 14 business days after your Date of Acceptance
- **Transcript Evaluation Criteria** – Armstrong accepts transfer credit from regionally accredited institutions. Courses completed must be towards an associate or baccalaureate level degree program of study.
  - Courses towards a diploma/certificate program of study, or courses that are: of a technical/vocational nature, continuing education, preparatory, pre-college level, or remedial, are not considered transferable credit.
  - Courses that do not have an Armstrong equivalent will be awarded as transfer elective credit.
- If you believe courses that transferred over as electives have an Armstrong equivalent, contact the applicable department:
  - **Upper Division Courses (3000-5000U)** – Submit a copy of your course description, to the academic department head for that discipline, to request an equivalency for an Armstrong course.
  - **Lower Division Courses (1000-2000)** – Send your inquiry to Transfer Evaluations at: TransEvalCtr@armstrong.edu
- **Notification of Completed Evaluation** – An e-mail will be sent to your Armstrong student e-mail account verifying completion of your evaluation along with a welcome letter, and instructions on how to view your Permanent Student Record (PSR). Students who do not have a valid e-mail account will be sent notification via mail.
- **Military Transfer Credit** – Credit for military experience is optional. Verification of military experience (e.g., DD214, AARTS) must be submitted to the Office of Admissions, along with a signed Military Transfer Credit Agreement Form.
- **External Credit Options (AP, IB, CLEP, and/or DANTES)** – Armstrong must receive a student’s official score report before consideration for credit may be granted.
- **International Transfer Credit** – Students are required to submit a course-by-course evaluation, with a grade point average (GPA) calculation by an approved evaluation agency for each foreign transcript to the Office of International Admissions (912.344.3237)
  - Transfer credits are not guaranteed, and eligible transfer credit will always be awarded as an elective.
    - Students may seek authorization for a substitution from their academic advisor, or an equivalency from the academic department head for the discipline.
- **Graduate Transfer Credit** – Transfer Evaluations does not conduct transcript evaluations for Graduate Students
  - Graduate Students please contact the Graduate Office at 912.344.3152 regarding transfer credit inquiries.

*Post-Baccalaureate Students*

(Post-Baccalaureate Students have previously earned an undergraduate degree, and are seeking additional.)

- **Post-Baccalaureate Student Transcript Evaluation** – Post-Baccalaureate students do not receive a transcript evaluation.
  - Documentation will be mailed to the student indicating this along with confirmation of whether or not the University System of Georgia (USG) History/Constitution Legislative Requirements have been satisfied or not.
- **Post-Baccalaureate Student Advisement** – For advisement purposes, students may obtain copies of their transcripts from Enrollment Services with a valid ID Card.
  - Areas A-E of the core curriculum are considered satisfied unless your major has additional requirements (verified during advisement)
- **Exception for Evaluation** – Post-Baccalaureate students who have earned additional undergraduate credit AFTER they have earned their initial degree, may be eligible for an evaluation of transfer credit for this course work only.

*To verify courses that have previously transferred over as an Armstrong equivalent or elective transfer credit, visit the Transfer Articulation Table via the Armstrong Registrar’s Office website at: https://calicojack.armstrong.edu/PROD/zwsktrna.P_find_state*
Please check the appropriate block as it pertains to you, and return to the Enrollment Services in Victor Hall (Fax 912.344.3470). A Transfer Evaluation Center representative will respond to your inquiry via Armstrong Student E-mail within 24 – 48 hours.

**Undergraduate Students:**

☐ It has been more than 2 weeks since my **Date of Acceptance** and my transcript(s) has not been evaluated yet.

☐ I am an Armstrong student who has submitted a transcript for **Transient** courses completed at another institution more than 2 weeks ago, and my courses are not displayed on my student record yet.

☐ My **AP/CLEP Official Score Reports** were submitted more than 2 weeks ago, and my reports have not been evaluated yet.

☐ I submitted a **Military Transfer Credit Agreement** with documentation of my military experience (e.g., DD214, AART) more than 2 weeks ago, and my elective credits have not been applied to my student record.

☐ I am a **Post-Baccalaureate** (seeking second bachelor’s degree) student, who has submitted transcript(s) for additional undergraduate work completed after I earned my initial bachelor’s degree. It has been more than 2 weeks, and my credits are not reflected on my student record.

   ○ **PLEASE NOTE:** Credits earned for coursework completed **before** your initial undergraduate degree was earned, are **not** evaluated for transfer credit.

      ▪ For advisement purposes, you may obtain a copy of your transcript(s) for these courses from the Enrollment Services Center in Victor Hall, with a valid picture identification card.

☐ **OTHER:**

________________________________________________________________________________________
________________________________________________________________________________________________
______________________________________________________________________

**PLEASE DO NOT COMPLETE THIS FORM FOR:**

1) Inquiries regarding awarded elective credit being awarded as an Armstrong equivalent or substitution
   --Please see the first page of this form for instructions regarding this matter

2) Inquiries regarding readjusting how courses were applied to Core Areas A-E
   --Please complete and submit the required Degree Evaluation Adjustment Form (advisor must sign)

***Forms are located in the Enrollment Services Center in Victor Hall or may be obtained from the Office of the Registrar’s website at:***

[http://www.armstrong.edu/Departments/registrar/registrar_welcome](http://www.armstrong.edu/Departments/registrar/registrar_welcome)