



West Los Angeles College Transcript Evaluation Petition

First Name		Middle Name		Last Name		Student ID Number:	
Other names used:				Date of birth:		Telephone Number:	
Address:		City		Zip:		E-mail address	
<p>Please check the type of Evaluation you are requesting (International transcripts, non-regionally accredited transcripts, and course equivalencies must have course descriptions attached in order to grant transfer credit. Official transcripts from all schools attended must be on file in the Office of Admissions and Records, and be mailed directly from the institution to West):</p>							
<input type="checkbox"/> Transcript Evaluation – List the course you are trying to obtain transfer credit towards your degree or certificate.							
<input type="checkbox"/> Course Substitution – List the course you wish to use in the Major Area in place of West’s course.							
<input type="checkbox"/> Course Equivalency – List the course you feel is equivalent to West’s course that is needed for your particular program.							
<input type="checkbox"/> Course Exemption – List the course you are trying to waive or be exempt from taking.							
List the degree or certificate you are trying to obtain in order to evaluate your transcripts:							
Degree: _____				Certificate: _____			
Student’s signature:						Date:	
List all schools attended:						OFFICE USE ONLY	
Name of School other than LACCD:		Other School’s Course		West’s Course or *Pass-Along Area		Granted	Denied
Example: Name of College		ENGL 1		ENG 101 or Area D1			
State request and reasons (attach supporting documents):						U.S. VETERAN	
						Prior credits granted toward Objective:	
						Units to complete Objective:	
*Note: Pass-Along is placing the other school’s course in the same designated area at West.							
For Office Use Only							
Evaluator’s Signature	Date	Counselor’s Signature	Date	Department Chair’s Signature	Date		
Conditions/Comments:							

Credit for Courses Completed at Non-Accredited Institutions

Students transferring from non-accredited institutions may, after successful completion of 30 units with a “C” or better grade-point-average, apply for up to 15 units of credit courses which parallel the offerings of the college.

The colleges within the LACCD will accept degree-applicable coursework completed at other colleges for the purpose of Associate degree general education using the following guidelines:

1. Coursework must be completed at an institution accredited by a recognized regional accrediting body.
2. Coursework must be Associate degree applicable.
3. A student must submit official transcripts from the originating institution.
4. The college will honor each course in the same general education area in which the originating institution placed each course.
5. A minimum grade of "C" is required in each course used to fulfill the English and Mathematics competency requirement.

The following exceptions may be made to this regulation:

1. Credit for Military Service
Students who are currently serving in or have served in the military may, after successful completion of at least one course with the Los Angeles Community Colleges, request an evaluation of credit earned through military service training schools and/or military occupational specialties.
2. Elective Credit for Military Training
Six units of elective credit for military service will be approved upon petition for graduation if the following conditions are met:
 - A. Complete a minimum of 12 units at West Los Angeles College.
 - B. Are currently enrolled.
 - C. Serve 181 days or more in the armed services.
 - D. Present an Honorable Discharge (DD 214) form.

Elective credit for military service will not include subject credit for a physical education activity or Health Education 10 class. No grade points will be given for military credit.

Credit for Courses Taken at Institutions of Higher Learning Outside the US

1. After completion of 12 units within the Los Angeles Community College District with a “C” (2.0) or higher grade point average, students may submit a petition to have course work completed at institutions of higher education outside the United States accepted by the college.
 2. A maximum of the equivalent of 30 semester units may be accepted for course work completed at an institution of higher education outside the United States.
 3. Students petitioning for credit must provide an evaluation of their transcripts completed by an independent transcript evaluation service* approved by the *California Commission on Teacher Credentialing*.
- *NOTE: Please see the Evaluation Office in Admissions and Records for a list of approved agencies.**
4. Course descriptions along with topics covered, hours, and prerequisites, if applicable, must also be included.
 5. If course equivalency is granted, the courses shall be used for all degrees and certificates awarded by colleges in the LACCD, except that:
 - A. No course taken outside the US may be used to satisfy the Associate Degree’s Reading and Written Expression or Oral Communication Requirement.
 - B. No course taken at institutions of higher learning outside the US may be used to satisfy Associate Degree’s American Institutions requirement.
 - C. In cases where course credit is not granted for the Written Expression, Oral Communication, or American Institutions requirements may petition to receive elective credit.

This evaluation is only valid in the Los Angeles Community College District and may not necessarily meet the requirements of other colleges and universities. Those wishing to transfer should consult with their prospective transfer institution.

Results of this transcript evaluation may be viewed online at www.wlac.edu through the Student Information System or through DegreeWorks.