

# NORTHWEST INDIAN COLLEGE

*X w l e m i E l h > T a l > N e x w S q u l*



Admissions Office • 2522 Kwina Rd • Bellingham, WA 98226  
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## Transfer Evaluation Request Form 2011-2013

Name \_\_\_\_\_ Student Number \_\_\_\_\_  
Last First

Name(s) Formerly Used \_\_\_\_\_ Social Security Number \_\_\_\_\_

**Current Mailing Address**

We will mail the results of your evaluation to this address within 6-8 weeks. If you change your address, please contact the Office of Admissions.

\_\_\_\_\_  
Number and Street Apartment Number

Primary Telephone ( ) \_\_\_\_\_ City \_\_\_\_\_ Alternate Telephone ( ) \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Please indicate the Program of Study you would like your transfer transcripts evaluated toward.**  
 Please check **ONE** box only. Incomplete forms will be returned to student.

- |  |   |
|--|---|
| <input type="checkbox"/> BS - Native Environmental Science: Environmental Science Option   | <input type="checkbox"/> AAS-T - Early Childhood Education                |
| <input type="checkbox"/> BS - Native Environmental Science: Interdisciplinary Concentration Option<br><i>Include a copy of approved Concentration Proposal</i> | <input type="checkbox"/> ATA - Chemical Dependency Studies                |
| <input type="checkbox"/> BA - Native Studies Leadership  | <input type="checkbox"/> ATA - Information Technology                     |
| <input type="checkbox"/> AAS - Public and Tribal Administration  | <input type="checkbox"/> ATA - Individualized Program*                    |
| <input type="checkbox"/> AAS - Native Environmental Science  | <input type="checkbox"/> Certificate - Native American Studies            |
| <input type="checkbox"/> AAS - General Direct Transfer Degree  | <input type="checkbox"/> Certificate - Computer Repair Technician         |
| <input type="checkbox"/> AAS - Business and Entrepreneurship   | <input type="checkbox"/> Certificate - Professional-Technical Studies     |
| <input type="checkbox"/> AAS - Oksale Native Education   | <input type="checkbox"/> Certificate - Web Page Development               |
| <input type="checkbox"/> AST - Life Sciences   | <input type="checkbox"/> Certificate - Individualized Program*            |
|  | <input type="checkbox"/> Award of Competency - Computer Repair Technician |

Other \_\_\_\_\_ (Must be an approved program of study; see your advisor)

\* Students wishing to transfer credits toward an Individualized Program must include a copy of their approved program proposal from the Individualized Learning office.

**Please list all colleges you wish to transfer credit from.** Please have **official** transcripts sent directly to NWIC. The evaluation process can not begin until **official** transcripts from all listed colleges are received by Admissions.

Name of College or University	City	Address	State	Dates of Attendance		Degree Earned If Applicable
				From (Mo/Yr)	To (Mo/Yr)	

*I have submitted an Application for Admission to Northwest Indian College. I understand that it is my responsibility to have all official transcripts delivered to NWIC and that the evaluation process can take 6-8 weeks from the time this form AND all transcripts are received. I have read and understand the information on the back of this form.*

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Transfer Evaluation Process and Policies

**To request transfer credits from other colleges or universities to be evaluated toward your degree at Northwest Indian College, follow these simple steps:**

1. Request one **official** copy of your academic transcripts from each of your previous college(s). Have the **official** transcript sent directly to the NWIC Office of Admissions at the address above.  
We recommend that you request an unofficial copy for your own records and for advising purposes while you are awaiting your official evaluation results. Many colleges make unofficial transcripts available online at their college website.
2. Complete the Transfer Evaluation Request form (on reverse) and return it to the NWIC Office of Admissions.  
Be sure to indicate only **ONE** current program of study and sign the bottom of the form.
3. Wait for the NWIC Office of Admissions to mail you the results of your Transfer Evaluation Request in the form of a degree worksheet.  
This usually takes 6-8 weeks, depending upon how long it takes to receive official transcripts and other factors as listed below.
4. Make an appointment with your academic advisor to review your degree worksheet (if needed).

### **Types of credit which can not be accepted for transfer credit:**

- ◆ Courses below college-level (99 or below)
- ◆ Courses with a grade below C- (1.7 GPA)
- ◆ Courses from non-regionally accredited institutions
- ◆ Repeated courses (can only be granted credit for each course once)
- ◆ Courses for which a student is currently enrolled (no grade yet on official transcript)
- ◆ Courses with grades of NP, U, I, or other non-credit granting grade
- ◆ Certain vocational or clock-hour courses

### **Please keep the following in mind while waiting for the results of your transfer evaluation:**

- ◆ Requests for official evaluations are prioritized in the following order:  
Highest Priority - Students who have applied to graduate  
Second Priority - Students enrolled in the current quarter  
Third Priority - Students who have not yet enrolled at Northwest Indian College  
(Transfer credits will not be posted to NWIC transcripts until you have registered for classes at NWIC)
- ◆ Every attempt will be made to complete the transfer evaluations within a 6 to 8 week time frame dependent upon timeliness of the receipt of official transcripts and the priorities listed above.
- ◆ The lack of an official evaluation will not prevent you from registering for courses at NWIC. Bring your unofficial transcripts to your advisor to discuss your degree plans while you are waiting for your official evaluation.