



# College of Lake County

## APPEAL OF EVALUATION OF COLLEGE TRANSCRIPT From Non-Regionally Accredited Institutions

Credit from non-regionally accredited institutions will be evaluated for transfer credit to the College of Lake County upon request. If the College of Lake County determines that the transfer course matches a CLC course in content, rigor and length, it may be accepted for credit at CLC.

**Please complete this form for each course for which you wish to receive transfer credit.**

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1. Course name and number (e.g., General Biology, BIO 101):
2. Name of institution:
3. College of Lake County equivalent course (e.g., BIO 121):
4. Student Name:
5. CLC ID Number:
6. Contact Phone Number:
7. Academic Program:
8. Academic Plan:

(If you are unsure of your academic program, refer to the CLC catalog or the CLC website, [www.clcillinois.edu](http://www.clcillinois.edu) or contact the Office of Admissions & Records (847) 543-2061.)

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Signature: \_\_\_\_\_

### **RETURN THIS FORM WITH THE REQUIRED ATTACHMENTS (DESCRIBED BELOW) TO THE OFFICE OF ADMISSIONS & RECORDS**

- Description of the course you wish to transfer from the college catalog that was in effect when you took the course.
- Course syllabus or course reference file for the course you wish to transfer (i.e., from the same term that you took the class).
- Narrative explaining justification for award of transfer credit.

*The Dean of the appropriate Division will determine if credit is awarded. The decision of the Dean is final.*