

EVALUATION REQUEST FORM

San Joaquin Delta College
Evaluations Office - Holt 101
5151 Pacific Avenue
Stockton CA 95207

Office Hours: Monday - Friday, 8:00 - 5:00

Evaluators:

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Please read all of the following before submitting this form. Incomplete forms will be returned.

What is an evaluation?

An evaluation of your coursework will show your progress toward completion of a degree, certificate, or General Education Certification for transfer. It may also provide Assessment Scores based on the English and/or Math courses you have completed.

Delta ID and Student Email:

The student must have a **Delta** ID as well as a **Delta** student email address. These are made available shortly after an application is put on file. All correspondence is sent to the Delta student email.

Other college(s) transcripts:

All official transcripts from any U.S. college at which you earned credit for any lower-division courses must be on file **OR** submitted with this evaluation request. An official transcript is one that is still in the unopened envelope as issued by the college attended. Opened transcripts will NOT be accepted nor evaluated.

Course descriptions:

Course descriptions **MUST** be submitted for all lower-division coursework for which you received a grade or credit at a private or out-of-state college, or for any courses for which the name or number has changed since the course was taken. A course description is the short statement in the college catalog which describes the course. The descriptions need to be from a catalog of the year that the courses were taken. Course descriptions can be obtained by checking the college's website or www.collegesource.org, or by contacting the college directly. You should have the course descriptions sent to you so that you may make a copy before you submit them.

Foreign college's transcript(s):

San Joaquin Delta College does NOT evaluate foreign transcripts nor give credit for foreign coursework.

Military Credit:

Submit your DD 214 to Delta's Veterans Office for possible credit for your military training.

Advanced Placement Exams:

Delta College is currently reviewing its policy for AP exams. No credit is being given at this time.

Associate Degrees:

Degree requirements include:

General Education pattern

Area of concentration (major)

Minimum of 60 degree-applicable units

Minimum cumulative GPA of 2.00

Note that some degrees have additional requirements - check the current catalog for details.

Important Note:

Evaluations can take a minimum of three weeks. The completed evaluation can be mailed to you **IF** you provide a self-addressed, stamped legal-size envelope. Otherwise, you will be emailed at your Delta email address when the evaluation has been completed. Please note that all holds must be cleared before the evaluation can be released. You will need to present a picture ID to pick up your evaluation.

Catalog Rights:

Evaluations are completed using the student's current catalog rights. If an academic year passes without any Delta College credit being earned - catalog rights are lost and the evaluation is no longer valid.

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It is highly recommended that a Delta College counselor assist in the preparation of this request as priority will be given to those requests approved by a counselor. Incomplete forms will be returned to the student.

Completion of this section is required.

Date _____ Date of Birth _____

Name (last,first) _____

Any previous last names _____

Delta ID **98-** _____

Last four digits of SSN _____

Address _____

City _____ Zip _____

Phone(s) _____

Delta Email _____ @students.deltacollege.edu

Other Email _____

Circle the appropriate response:

Did you attend Delta College before 1983?	Yes	No
Do you have military credit on file at Delta?	Yes	No
Do you have AP exam credit on file at Delta?	Yes	No
Did you attend any other college besides Delta?	Yes	No

List all colleges you have attended (besides Delta):

(See "Other college(s) transcripts" and "Course descriptions" on page 1)

List any person/office at Delta that needs a copy of this evaluation:

What are we evaluating your records) for?

(You must select at least one - but check only those necessary)

1. Possible Assessment Levels based on my Math/English courses taken at another college.

2. Progress toward an AA degree at Delta:

Which AA? (see catalog): _____

Which General Education Pattern are you following (circle **ONE**):

Delta's CSU IGETC

3. Progress toward an AS degree at Delta:

Which AS? (see catalog): _____

4. Progress toward the following certificates(s) at Delta (see catalog):

5. Progress toward General Education certification:

Which GE Pattern are you following (circle **ONE**):

CSU IGETC/CSU IGETC/UC

Counselor Approval - to be completed by Delta College counselor

I have met with the student and recommend an evaluation be done for the items checked above.

Counselor Signature

Date _____ Phone Ext# _____