



TRANSCRIPT RE-EVALUATION FORM

Name _____ Date _____

Longwood ID _____ Email _____@live.longwood.edu

Current Major _____ Current Minor _____

Current Concentration _____

I am requesting Longwood University to re-evaluate my transcript for the following course(s) for which I have earned a "C" or better.

- * In order for an evaluation to be done, you must attach the course description from the original institution. We may contact you for additional information.
- * If you would like the course to cover a specific goal, enter **GOAL and the number** in the "Requested LU Credit" box.
- * If you are unsure of how a course may transfer in, but would like an evaluation done, enter **ANY** in the "Requested LU Credit" box.
- * Please return completed form with any additional documentation to the Office of the Registrar.

COLLEGE	COURSE CODE	COURSE NAME	REQUESTED LU CREDIT	OFFICE USE
Christopher Newport (EXAMPLE)	SPAN 200 (EXAMPLE)	Conversational Spanish (EXAMPLE)	SPAN 201 (EXAMPLE)	

By checking this box, I understand students may not exceed 125% of the credit hours needed for a specific degree program and retain in-state tuition eligibility. I can review the complete policy on the Registrar's website at www.longwood.edu/registrar.

Student's Signature _____ DATE _____

Transcript Evaluator _____ Date _____

Results emailed to student on _____

Additional notes _____