

Verification of Transferability



Registration & Records
 7932 Opossumtown Pike Frederick, MD 21702
 Fax: (301) 624-2799 Phone: (301) 846-2595
 Transferevaluation@frederick.edu

This form is used to verify transferability and equivalency of courses from other institutions to FCC. You are still subject to the institution's requirements for meeting prerequisites, transfer standards, and graduation requirements, including the required grade point average in your selected program of study. You may view this information in our Academic Catalog on our website at www.frederick.edu

If you are a current FCC student and wish to take one (or more) of your required courses at another institution, please provide the following information and allow FCC 5 to 7 business days for the courses to be evaluated. Be sure to indicate how you want the completed form returned to you. This form may also be used for reverse transfer purposes. Please use multiple forms if your courses exceed the space provided.

The following College policies apply to the transfer of credits:

- A maximum of 45 credits may be transferred into FCC and applied toward degree requirements.
- It is your responsibility to have an official transcript sent directly to Registration & Records upon completion of the coursework for evaluation purposes at FCC.

FCC Student ID # _____ **Student Name** _____

Date of Birth _____ **Phone number** _____

Address _____ **City, State, Zip** _____

Degree Program at FCC _____

Name of institution where course(s) will be taken _____

Semester/term you plan to enroll (valid only for the semester listed) _____

Dept.	Course #	Course Title	Credits	FCC Equivalent Course (FCC use only)

Please check how you would like to receive the completed form:

Pick up at the Welcome Desk in Jefferson Hall (check box)

Email _____

Mail to following address _____

Fax to (provide name and number) _____

Student Signature required Date Submitted

 FCC Transfer Evaluator (FCC use only) Date Completed