District Evaluations

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Phones

District Evaluator Phone number and hours
(619) 388-6615
8:00 am - 5:00 pm (Monday-Friday)

Direct Lines
Direct phone numbers should not be provided to students.

College Evaluations Line
College Evaluations Office will screen incoming calls and transfer the call to a specific Evaluator as appropriate; otherwise transfer to the general line: 619-388-6615.

Email

District Evaluations Office
evaluators@sdccd.edu

Website

- District Evaluations Office website has been launched. It includes important links and information regarding transcript evaluation, Associate Degree, Certificate of Achievement and IGETC or CSU certification.
- URL: http://studentweb.sdccd.edu/evaluations/

Academic Renewal without Course Repetition
Business Process

1. *Petition for Academic Renewal without Course Repetition* is submitted to the College Evaluations Office.

2. College Evaluations Office records receipt on SQAC and forwards petition to District Evaluations Office.

3. Evaluator verifies conditions and approves or denies petition.

   a. If denied, Evaluator records comment on SQAC and forwards to College Evaluations Office. College Evaluations Office mails copy to student and forwards the original petition to College Records Office for inclusion in student folder.

   b. If approved, Evaluator records comment on SQAC and forwards the petition to District Records for recording of reference codes.

   c. District Records Office verifies conditions: GPA, units, year lapse and all transcripts on file. Records reference codes and forwards to Evaluator.

   d. Evaluator verifies recording and forward petition to College Evaluations Office.

   e. College Evaluations Office will send email decision to student and forward original to College Records Office for inclusion in student folder.

Applications, Petitions and Requests
Business Process

1. College Evaluations Office will sort forms by assigned alpha.

2. Attach post-it with the Evaluator's name.

3. Forward to District Evaluations Office.

Certificate of Achievement
(Transcript Waiver)
Business Process

College Evaluations Office will date stamp and process *Petition for Graduation* (pre-screen incoming petitions).

1. Attach *Student Petition* to waive transcript for Certificate of Achievement at the time *Petition for Graduation* is submitted (At student's request).

2. College Evaluations Office verifies electronic education plan on file for major listed on petition.

3. College Evaluations Office enters information into the graduation database.

4. Petitions are sorted by alpha, bundled and forwarded to the District Evaluations Office via intercampus mail.

5. Student may file a *Petition for a Graduation* at any college within the district. College Evaluation Office will route appropriately.

Certificate of Performance
Business Process

1. Student submits the *Petition for Certificate of Performance* once all courses required are completed.

2. College Evaluations Office verifies:
   a. All course work has been completed.
   b. Prints the award.
   c. Sends the certificate through the College Signature process.

3. The signed certificate is returned to the College Evaluations Office.

4. College Evaluations Office either sends Certificate to student or contact student to pick it up.

*Note: If a Modification of Major has been approved evaluator will modify the electronic education plan.

Credit by Exam
Business Process

1. Student inquires in the College Evaluations Office

2. College Evaluations Office references course approval list:

   a. If the course is not on the approved list, student is given the "Application for Credit by Examination for Course Not on the Approved List".

   b. Student submits the application to department chair for approval. Department chair returns application to College Evaluations Office

      - If denied, College Evaluations Office notifies student, records comment on SQAC, and forwards the original application to the College Records Office for inclusion in student folder.
      - If application is approved, continue process below.

   c. If the course is on the approved list follow process below.

3. Student must complete the *Application for Credit by Examination* after reviewing the criteria on the backside of the application

4. College Evaluations Office will date stamp and forward the application to District Evaluations Office

5. Evaluator determines eligibility:

   a. If ineligible, Evaluator states the reason on the application:
      - Records comment on SQAC
      - Forwards to College Evaluations Office
      - College Evaluations Office mails copy to student
      - Forwards the original to College Records for inclusion in student folder.

   b. If eligible, follow process below.

   c. College Evaluations Office notifies student of eligibility. Student completes *Processing Fees for Credit by Exam* and makes payment in the College Accounting Office. Student takes form to College Evaluation Office which verifies payment and forwards the application to the department chair.

   d. The department administers exam, awards grade, and returns the application to College Evaluations Office.

   e. College Evaluations Office verifies grade on application and forwards application to District Records Office with proof of payment attached for recording of grade.

   f. District Records records grade and forwards application to College Evaluations Office.

   g. College Evaluations Office verifies that the grade has been recorded, mails a copy to student and forwards original application to College Records Office for inclusion in student folder.

Deadlines
Business Process

District Evaluations Office will adhere to all recorded deadlines. Deadlines will be stressed on the Evaluations webpage.

*Exceptions to be processed through the Vice Chancellor of Student Services.

Deadline Dates to File Petition for Graduation

a. Spring Graduation: March 31
b. Summer Graduation: July 31
c. Fall Graduation: November 15

If the student files the *Petition for Graduation* after the deadline, the petition will be processed for the next term.

Deadline Dates for General Education Certification

a. IGETC - Request must be submitted by the last working day of June to be recorded and mailed by July 15 (No Exceptions)
b. CSUGE - Two week processing time
   * Certification to SDSU is no longer required and has been discontinued.

General Education Certification
Business Process

1. College Evaluations Office explains process to student.

2. Student submits *Request for Certification* to College Evaluations Office.

3. College Evaluations Office verifies all transcripts on file, and how the Language other than English requirement has been met for UC IGETC only.

4. If high school coursework was used to meet the Language other than English requirement, the College Evaluations Office verifies that the high school transcript is on WebXtender or in student's folder. If in student folder attach a copy to the *Request for Certification.*

5. College Evaluations Office records receipt on SQAC and forwards the form to District Evaluations Office.

6. Evaluator evaluates GE pattern to determine certification (full or partial).

   a. If the certification is not complete, Evaluator will return the form to the student and record comment on SQAC stating the reason it was returned.

   b. Evaluator prepares certification, records on SQH7 and DQSC, prints certification, stamps signature, and sends certification to university/college. Records full or partial certification on SQAC and the university/college to which the certification was mailed.

   c. If a student requests to have the IGETC certification completed for a particular UC and then later decides to change to another UC, the evaluator will reprint the IGETC certification and send to the "other" UC. Comment is recorded on SQAC.

   *Note: Certification to SDSU is no longer required and has been discontinued.

11/01/2011

Letters of Completion
Business Process

1. Student requests a *Letter of Completion* at the College Evaluations Office.

2. College Evaluations Office
    a. Verifies that student has submitted a *Petition for Graduation* and has completed requirements by viewing the electronic education plan.
    b. Verifies completion with Evaluators.

3. Evaluator will record a comment on the SQAC screen authorizing the *Letter of Completion*.

Letter of Completion is prepared, signed and sealed by the College Evaluations Office and mailed to the student.

Major Electives
Business Process

1. Student completes the *Major Area Electives* with a counselor.

2. Counselor forwards the form to College Evaluations Office.
   (Exception: Business Management majors must obtain Dept Chair & Dean signature)

3. College Evaluations Office
   - Records comment on SQAC
   - Forwards form to District Evaluations Office

4. Evaluator
   - Records courses in electronic education plan
   - Forwards form to College Evaluations Office

5. College Evaluations Office mails copy to student and forwards original to College Records Office for inclusion in student folder

Military Service School Transcripts
(SMART, AARTS, Coast Guard)
Business Process

1. All service school transcripts will be sent to Military Prerequisite Evaluator at the District Office

2. The Military Prerequisite Evaluator will review transcripts for credit and forward to District Evaluators.

3. District Evaluators will review, correct, approve, sign and return transcripts to Military Prerequisite Evaluator.

4. Military Prerequisite Evaluator records credit on SQHE for Military Service School and if appropriate, Military Credit, then places transcript in basket to be imaged.

*Note that individual coursework for Military Service Schools will not be recorded, only total units.

Modification of Major
Business Process

1. *Modification of Major* is submitted to College Evaluations Office.

2. College Evaluations Office verifies that student has an electronic education plan on file. If not, refer student to Counseling Office to have an education plan put on DQSE.

3. College Evaluations Office records comment on SQAC and forwards petition to District Evaluations Office.

4. Evaluator approves or denies petition:
   a. If denied, Evaluator records comment on SQAC and returns form to College Evaluations Office.
   b. If approved, Evaluator records comment on SQAC, enters the modification in the electronic education plan, and returns form to the College Evaluations Office.

5. College Evaluations Office mails yellow copy to student and forwards original to College Records Office for inclusion in the student folder.

Petition for Graduation
Business Process

College Evaluations Office will date stamp and process *Petition for Graduation* (pre-screen incoming petitions).

a. College Evaluations Office verifies electronic education plan on file for major listed on petition.

b. College Evaluations Office enters information into the graduation database.

c. Petitions are sorted by alpha, bundled and forwarded to the District Evaluations Office via intercampus mail.

d. Student may file a petition for a degree and/or certificate at any college within the district. College Evaluations Office will route appropriately.

e. If student has SOCNAV or SOCMAR agreement:

- *Petition for Graduation* with catalog rights is only valid at San Diego City or San Diego Miramar Colleges, respectively.
- If *Petition for Graduation* is from a college without a SOC agreement, normal catalog rights are enforced.
- College Evaluations Office will verify *Petition for Graduation* is at the college with a SOC agreement.

*Note: See *Certificate of Achievement* (Transcript waiver process)

Reinstating Course
Business Process

1. Evaluator completes *Transmittal Notice Form* and attaches a copy of the transcript from WebExtender.

2. Place form in the Evaluators' incoming basket.

3. District Office Senior Student Services Assistant adjusts credits on the transcript and SQHE and reinstates course on SQHD

   - District Office Student Senior Services Assistant records a notation on the transcript.
   - Place transcript in the Imaging basket.
   - District Office Senior Student Services Assistant will place the transmittal form into the appropriate evaluator in box.

4. Evaluator will articulate the reinstated course(s).

* Note: There is no longer a need to forward the *Transmittal Notice Form* to the colleges.

Reissuing Diplomas
Business Process

1. Student submits *Process Fees for Reissuing Diploma* to College Evaluations Office.

2. College Evaluation Office :
   a. Verifies degree or certificate.
   b. Advises the student to pay the fee at the College Accounting Office.
   c. The College Accounting Office will process payment and write receipt number on the form.

3. Student will return the form to the College Evaluations Office.

4. If student is unable to come to the College Evaluation Office, a PDF file of the form will be sent or emailed to student. Student will work with Accounting Office for payment.

5. College Evaluations Office will:

   a. Verify receipt number from College Accounting Office.
   b. Attach copy of SQH2 screen to the reorder form.
   c. Submit the order in Diplomatic for the duplicate diploma.
   d. Michael Sutter Co. will send duplicate diploma or certificate directly to student.

6. If the student has a PFN on file, College Evaluations Office will contact the District Office-Transcript staff X 6924 to print to print the PFN record to include with the reorder form.

Request for Transcript Evaluation
(Record Adjustments)
Business Process

1. Student completes the *Request for Transcript Evaluation* with the assistance of the Counseling Department. Student will complete the form including major, a General Education pattern, and valid email address.

2. Counseling Department will verify the following conditions are met:
   - All transcripts have been received.
   - View SQAC, if student folder has been purged, inform the student that new transcripts must be filed

3. *Request for Transcript Evaluation* and General Education pattern requested is forwarded to College Evaluations (date stamp upon receipt).

   *If transcripts have not been received or major and General Education pattern are not indicated on the Request for Transcript Evaluation form, it will be returned to the Counseling Office.

4. College Evaluations Office records receipt of the form and General Education Pattern requested on SQAC and forwards the form to:
   a. District Evaluations Office for transcripts (appropriate evaluator by assigned alpha).
   b. District Prerequisite Evaluators for PFNs (course work prior to 1981).

5. District Evaluations Office evaluates student transcript based on the major and General Education pattern indicated on the *Request for Transcript Evaluation* and records course equivalencies on SQHD.

6. District Evaluations Office emails the student that the *Request for Transcript Evaluation* has been completed and an appointment can be made with a counselor.

*Note: If student decides to change General Education pattern (eg. CSU to UC) a new transcript evaluation must be submitted.

Timeframe for Processing Record Adjustments

- Transcript Evaluations will be processed in a timely manner from the time of receipt at the District Evaluations Office. The timeframe is dependent on workload; College Counseling and Evaluations Office will be notified of "current" timeframe as it changes.
- All transcripts must be on file at the District Office, Student Services.
- *Request for Transcript Evaluation* will be processed in order of receipt

Example:
SQAC Comment: Transcript Evaluation AA/AS or CSUGE or IGETC sent to District Evaluation Office.

Service Opportunity College Agreement
Business Process

1. Counselor prepares SOCNAV (City) and SOCMAR (Miramar) agreement with student.

2. Agreement is attached to the *Petition for Graduation* and submitted to the College Evaluations Office.

3. *Petition for Graduation* and SOC Agreement kept in the active graduation file for 10 years.

4. If student has SOCNAV or SOCMAR agreement, *Petition for Graduation* with catalog rights is only valid at City College (SOCNAV) or Miramar College (SOCMAR). If *Petition for Graduation* is from a college without agreement, normal catalog rights are enforced. College Evaluations Office will verify *Petition for Graduation* at the college with the agreement.

11/01/2011

Transfer Evaluation System (TES)
Posting Course Equivalencies
Business Process

1. Each Evaluator will be responsible for recording course equivalencies into the Transfer Evaluation System (TES).

2. Evaluators will review content within TES monthly.

3. If there is uncertainty about an equivalency, review with other Evaluators before adding to TES.

Updated Transcripts with a "Y"
New Process (effective 8/24/2010)

1. District Records Office will record new credits on updated transcript on SQHE screen, stamp "UPDATED" on transcript, attach a post-it with a "Y", and place transcript (in chronological order) in the "TO BE DETAILED" basket.

2. If the transcript was previously evaluated, the District Record Office will remove the "Y" in ST column on SQHE.

3. Prerequisite Evaluators will record new coursework on the SQHD, and forward an email with a screenshot of the SQHE screen to the appropriate Evaluator (assigned alpha) with "Updated Transcript" typed in the subject line. The college of the updated transcript will be highlighted (click on the *Text Highlight Color* icon).

   <u>Instructions on how to email a screenshot:</u>

   a. Go to the SQHE, click on the RED Toggle Productivity Bar icon found on the toolbar settings
   b. Click on Microsoft Office Tools
   c. Under Create New, click on Email Message
   d. To close the Microsoft Office Tools menu, click on the RED Toggle Productivity Bar icon again.

4. Prerequisite Evaluator will place the updated transcript in the "To be Imaged" basket for scanning.

5. Evaluators will interfile the updated transcript chronologically with *Transcript Evaluation.*

* Note: Evaluators do not need to view previously posted transcripts.