Re-evaluation of transfer credit

Students interested in a re-evaluation of transfer credits should follow the procedures outlined below.

1. Complete a change of major form at the Office of Enrollment Services if you have been continuously enrolled at CCRI or complete a readmit application to update personal information and major if enrollment has stopped for one or more semesters:
   - Login to your MyCCRI account https://myccri.ccri.edu/cp/home/displaylogin
   - Click the For Students tab
   - In the Admissions Applications Tools section – choose Apply for Readmission as a Degree seeking student option.

2. Run a degree evaluation for the new major to see what coursework is outstanding.  
   http://www.ccri.edu/oes/runadegreeevaluation.html

3. Using the CCRI E-mail, send a request to transfer@ccri.edu with the following information:
   - Indicate re-evaluation in the subject line
   - Student’s Name/prior name (if applicable)
   - CCRI ID number
   - Indicate if a change of major or new application was submitted
   - Old Major
   - New Major
   - Outstanding coursework needed for new major (based on degree evaluation)
   - School(s) where transferable class(es) were taken

General reminders regarding transfer evaluations

- Classes taken over 10 years are not applicable for transfer without prior approval of the Department Chair (exceptions: literature, speech, writing, and select art classes).  http://www.ccri.edu/collegedeps.html

- The Office of Enrollment Services does not transfer in any health or rehabilitative health science classes. Students would need to seek approval of the appropriate Chairperson.  http://www.ccri.edu/collegedeps.html

- Courses must be deemed equivalent to requirements in order to transfer. The TES database shows how classes have historically transferred: http://www.ccri.edu/oes/records/transfers/TES.html

- Grades of “C-“ or higher are needed for transfer; some programs and courses have more stringent guidelines.

- Re-evaluations are not given priority over new evaluations; therefore, the process may take up to eight weeks to complete. A student will be notified via their CCRI e-mail once the evaluation has been completed.