**Evaluations Policies**

**Traditional Transfer Credit\***

Students must submit official transcripts from each college or university attended when applying for admission to Columbia College. An official transcript is one sent directly from the institution attended to Columbia College and bears an official seal of the institution and signature of the registrar. Students are required to identify all postsecondary institutions attended. Failure to do so may result in denial of admission or continued enrollment. All transcripts should be sent to the the Evaluations Department at:

*Columbia College*

*ATTN: Evaluations Department*

*1001 Rogers Street*

*Columbia, MO 65216*

**Non-Traditional Transfer Credit\***

Columbia College grants credit for non-traditional learning experiences based on the American Council on Education (ACE) credit reccomendations. This type of credit includes exam credit such as CLEP and DSST exams, PILE/PIC program, professional license and military training.

\*The Evaluations office maintains several [traditional](http://web.ccis.edu/Offices/Evaluations/TransferGuides/Transfer%20Equivalency%20Portal.aspx) and [non-traditional](http://web.ccis.edu/Offices/Evaluations/TransferGuides/nontraditionalTransfer.aspx) transfer guides.

**Evaluations Office Processing Time**

The Evaluations office strives to keep processing time to a minimum while maintaining a high level of quality. Processing time does vary from time to time within the school year. Submit all transcripts and other documentation as soon as possible. Candidacy for graduation forms should be submitted the semester prior to your last term.