

Submitting an Update Evaluation Request Transcript

Presented by the Transfer Credit Evaluation (TCE) team

Greetings. Have you recently completed new college coursework, exams, or earned a certification and would like to have it evaluated for new transfer credit? Or did you forget to include a previous source of credit for your initial evaluation? If so, this video is for you. During this brief overview, we're going to walk you through the transfer credit evaluation update process and provide tips to help ensure everything goes smoothly.

Before we dive in, let's first go over the eligibility requirements. In order to initiate a transfer credit evaluation update, or "TCE update" for short, the following criteria are required. First, students must have already had an initial transfer credit evaluation completed. This process is initiated after admission into APUS and should include academic transcripts from all previous institutions and/or military training. If you've never had an initial evaluation, instead of the TCE update request form, you'll need to submit the TCE application within your eCampus.

Secondly, students cannot have more than one ongoing evaluation at a time. If multiple evaluations are requested, the additional submissions will be canceled. With that being said, if you need to add something to an existing request, you can always contact the Documents Team at studentrecords@apus.edu and have it added to your current evaluation.

In a nutshell, the TCE update process is strictly for evaluating additional transfer credit from new or updated documents after an initial evaluation has been completed.

Before sending any documents, you will first need to submit the TCE Update Request Form through your eCampus. This informs the documents team of all new incoming items and ensures they're matched correctly to your request. Unfortunately, our system will not automatically initiate an update evaluation without the Update Request Form.

When completing the Update Request Form, only select or add items that are an exact match to the documentation you will be submitting for review. Page 2 of the form includes a checklist of options such as military training, certifications, exams, and self-paced coursework. If you select the Joint Services Transcript option, our documents team will

order it on your behalf. However, please note that the JST is the only document we can order for an update evaluation.

If you've completed courses at another college or university, you can use the Add Institution button on page three.

If you don't see the right option, please reach out to studentrecords@apus.edu before submitting the form. Taking a few extra minutes here can save you a lot of time later.

Once your form is submitted, it's time to make sure your documents are sent in for review. For academic institutions, official transcripts must be sent directly from the original institution to documents@apus.edu. Regrettably, transcripts emailed from students cannot be considered official, although there are some exceptions for non-traditional institutions, such as Sophia Learning, which can be submitted by students.

Students are also welcome to e-mail certificates of completion, training records, or college-level exams to documents@apus.edu. If you're submitting a physical transcript, please mail it in the original sealed envelope to 303 West Third Avenue, Ranson, West Virginia, 25438.

Once you've submitted your TCE update form, you have 30 days to ensure your documents are received. Please monitor your document log in your eCampus for status updates. If you see a status of Student Action Needed for a Document, that means we have not yet added it to your document log, but keep in mind it may take up to 48 hours for a document to appear as received after it's been opened.

If you have questions at this stage, please feel free to reach out to studentrecords@apus.edu for guidance.

After the final document has been logged in, your evaluation will be initiated, and our goal is to complete all evaluations in about two weeks. When your evaluation is finished, you'll receive a notification from creditaward@apus.edu. Please be sure to read it carefully. Sometimes additional documentation may be requested, like a course syllabus or another transcript. If further steps are needed, they'll be outlined in your notification. If you have questions about the evaluation results, please reach out to creditaward@apus.edu.

The key to a smooth TCE update process is simple. Submit your TCE update form first. Ensure all documents are sent correctly. Monitor your document log regularly for status updates. Respond quickly to any e-mail requests for additional information. And please allow at least two weeks for your update evaluation to go through the full process. And that's it. We're excited to review your accomplishments and help you make the most of your transfer credit opportunities. Thanks for watching.