TRANSFER OF CREDIT TO COM

It is the student's responsibility to arrange for official transcripts from former institutions to be received by the Admissions and Records Office prior to being admitted. Transcripts are considered official only when:

- received through the mail,
- hand delivered in a sealed envelope, signed by the Registrar and bearing the seal of the school from which they are issued,
- received electronically through SPEEDE, and TREX, or
- PDF version is sent from companies such as the National Student Clearinghouse, Parchment, e-script, etc.

Transcripts received become the property of COM. To expedite the transcript evaluation process, submit a Transcript Evaluation form online at https://www.com.edu/admissions/transcript-evaluations.html or visit the Admissions and Records Office in the Doyle Family Administration Building.