

**EL CENTRO COLLEGE  
CENTER FOR ALLIED HEALTH AND NURSING  
HEALTH OCCUPATIONS ADMISSIONS**

**EDUCATIONAL/DEGREE PLAN REQUEST GUIDELINES**

An Educational Plan is an unofficial degree plan which is completed by the Health Occupations Admissions Office as a preliminary evaluation of previously completed coursework toward a specific health occupations program. This is especially important for students presenting coursework from colleges and universities outside the state of Texas.

**The educational plan should ideally be requested at least a semester before an applicant plans to apply** to a health occupations program if possible. Should the evaluation indicate that a specific course would not be transferable to a health occupations program, the student would possibly have the opportunity to enroll and complete the course or courses before the application deadline.

Students presenting science coursework which exceeds the five-year time limit and who wish to have the courses reviewed for a possible time limit waiver may also include the required documentation for that process with their request for the educational plan.

Educational plans are typically completed within two weeks. However, during peak times and when faculty is off-campus between semesters, this process may take longer. Educational plans are not completed during individual appointments or “as you wait basis.”

To request an educational plan, the following materials must be presented to the Health Occupations Admissions Office:

- The completed Health Occupations Educational/Degree Plan Request form with the specific health occupations program listed.
- Official transcripts from all colleges and universities previously attended *except* Dallas County Community College District campuses which are no longer required.
- Catalog course descriptions and/or syllabi for each course taken outside the Dallas County Community College District which applies to the specific health occupations program curriculum. Catalog course descriptions may be printed from a colleges’ online catalog or photocopied from a printed catalog. The course names and numbers of catalog course descriptions and/or syllabi **must match** those printed on the official transcript.

**NOTE:** Educational plans are usually completed within 10-14 working days. However, during peak times such as college registration or after the close of the semester when faculty are unavailable, an evaluation may take as long as 30 days for review. Therefore, it is to the applicant’s advantage to request any course evaluation and Educational Plan at their earliest convenience prior to application to a health occupations program.

*The El Centro College Health Occupations Admissions Office and the Health/Legal Studies Division reserves the right to accept or reject any coursework completed outside the DCCCD presented for transfer toward Health Occupations programs regardless of any previous evaluation and/or transfer credit awarded by another agency, college, or university.*

**EL CENTRO COLLEGE  
CENTER FOR ALLIED HEALTH AND NURSING  
HEALTH OCCUPATIONS EDUCATIONAL/DEGREE PLAN REQUEST**

***PLEASE PRINT***

Student ID Number/Social Security Number \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Maiden/Other

\_\_\_\_\_  
Street Address Apt. Number

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Home Phone Cell/Other Business Phone

\_\_\_\_\_  
Email Address

I am requesting an educational/degree plan for the \_\_\_\_\_ program(s).

**I understand that I must attach official transcripts from all the colleges and universities I have attended (list below) along with *catalog course descriptions for courses completed outside the Dallas County Community College District* which apply to the above program curriculum and for which I am requesting transfer credit. (Course descriptions and transcripts are not required for Dallas County Community College District coursework.)**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**I acknowledge that I will be notified via email when my Educational/Degree Plan is ready for pickup.**

**NOTE: PLEASE ALLOW TWO (2) WEEKS FOR EDUCATIONAL/DEGREE PLANS TO BE PROCESSED. Official degree plans are available for students who are enrolled in a Health Occupations program.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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**HOAO Use Only** Processed by \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address: Health Occupations – Ed. Plan  
El Centro College/Paramount  
801 Main Street  
Dallas, TX 75202-3604

Physical Address: Health Occupations - Ed Plan  
Center for Allied Health and Nursing  
Paramount Building Room P-101  
301 North Market Street  
Dallas TX 75202