



Middle Georgia State University Request for Credit Evaluation

Submit completed form to registrar@mga.edu

Instructions: Middle Georgia State University (MGA) only accepts credit from institutions that are accredited by institutional (national or regional) accredited agencies as published in the current MGA catalog. However, courses taken in some instances may typically not be intended for transfer because the level of the course-work is not comparable at a minimum to lower division courses taught by a four-year baccalaureate institution, or the credentials of the instructor teaching those courses may not be equivalent to the level required by a four-year institution's accrediting body. In such cases where credit is not awarded, students may request an evaluation of their course-work according to the following guidelines: (1) The student is responsible for providing the information on each course for which credit is sought. (2) The student must secure the necessary documentation to support the request from the institution concerned. (3) A current transcript or official document from the source or institution concerned containing the course and grade must be on file at MGA, or submitted in a sealed envelope from that institution. (4) A separate form must be used for each course request. (5) The syllabus and course description must be included for each course with the instructor's credentials, which must be certified in writing by the sending institution. (6) Completed forms and documentation should be returned to the Office of the Registrar.

TO BE COMPLETED BY THE STUDENT

Student Name

MGA ID#

Institution

Term Credit Earned Year

Course Title and Number

Equivalent MGA Course (For which you want credit)

TO BE COMPLETED BY DEPARTMENT CHAIR OR APPROPRIATE OFFICIAL OF INSTITUTION WHERE THE COURSE WAS TAKEN

Name of Course Instructor

Course Description
(attach copy or complete)

Syllabus Attached (Please Check)

Instructor's Credentials (Degree information - Masters + 18 graduate semester hours in the field of instruction required)

I CERTIFY THAT THE ABOVE INFORMATION PROVIDED IS CORRECT ACCORDING TO RECORDS MAINTAINED AT THIS INSTITUTION

Name of Dept. Chair or Official

Signature

Date

PLEASE DO NOT WRITE BELOW

Instructor Credentials Verified Yes No Comments

Course Content Verified by MGA Dept. Chair Yes **MGA Course Equivalent**

Approved

Denied

Division Chair Signature

Date

Comments

Evaluator Signature

Date