Middle Georgia State University

Credit Appeal Form

Submit completed form to Office of the Registrar at **registrar@mga.edu**

Please use this form to determine MGA course equivalents if any exist. If an equivalent course does not exist, the dean, chair, or registrar may assign elective credit as clarified below.

- To substitute coursework for a remaining, unfilled course requirement in the student's degree program; considerations by the dean, chair, or registrar are made to apply fallthrough courses to designated requirements in the core, major, minor, concentration.

- To request credit for coursework or prior learning (if applicable) that was not awarded during transfer evaluation process (if not otherwise defined by the departmental process).

- Students, advisors, staff, and faculty may submit a request directly to the Registrar for review and decision or to have the form escalated to the appropriate department chair or dean. It is the student's responsibility to provide additional documents as requested, such as a course syllabus. Decisions will be communicated to the student by the Office of the Registrar.

- If assigning course equivalencies or electives, **the decision is added to MGA's Transfer Articulation Catalog and will apply to all students thereafter.**

- If an exception is made, **it is not added to MGA's Transfer Articulation Catalog and only applies to the individual student for whom the exception is made.**

Student Name _____

MGA E-mail _____

Type of Degree: ○ AA ○ AAS ○ AS ○ BA ○ BAS ○ BS

Graduate Program

MGA ID _____

Expected Graduation: Term: [ ]   Year: [ ]

Major: [ ]

Transfer Institution	Transfer Course Number & Course Title	Course Hours	MGA Course Number & Course Title	Course Hours	Fulfillment Area (indicate area to place requirement example, Major Guided Elective, CORE IMPACT, Minor, etc.)	Direct Equivalency (Y or N)	Course Exception (Y or N)

COMMENTS:

[ ] Approved [ ] Denied

[ ] Approved [ ] Denied

* Chair/Dean Signature: Date

Registrar's Office Signature   Date

*Required for direct equivalency

Credit appeals will usually be posted in MyDegree within two weeks.   Version 11/2023