

Graduate Studies Petition for Course Substitution and Transfer Credit

Graduate Studies Catalog Statement on Transfer Credit:

“Each program may approve 0-9 hours of transfer credit upon approval of the Dean of the school that houses the program as evidenced by Graduate Studies Petition for Course Substitution and Transfer Credit.” See the Graduate Studies Academic Catalog here: <http://mga.smartcatalogiq.com/en/2017-2018/The-Office-of-Graduate-Studies-Academic-Catalog/Admissions-and-Notice-on-Calendars/Transfer-Credit>

GUIDELINES

1. This Petition is to be used for transfer credit from other regionally accredited institutions or general course substitutions from extant courses at Middle Georgia State University.
2. Completion of the Petition is no guarantee that credit will be accepted or must be accepted, with program standards that are current and rigorous having priority over expediency.
3. Undergraduate courses may not be petitioned for 5000-level course credit, unless the original course was a bimodal course, which the student originally completed at the graduate level with a grade of at least a B.
4. The credit hours of both courses must be no less than 3 credit hours, although the original course may have more credit hours than the MGA course.
5. The Petition cannot be granted for incomplete courses or courses for which students have not yet registered.
6. A syllabus of the course for which credit is sought must be provided by the student at the time of Petition.
7. A course description of the course for which credit is sought must be provided by the student at the time of Petition.
8. The grade of at least a B for the course for which credit is sought must be available to the University Registrar and included at the time of Petition.
9. Petitions may only be approved by the Dean of the School and must be signed by the student and the Graduate Program Coordinator.
10. Students may appeal the decision of the Dean of the School to the Dean of Graduate Studies, whose decision is final.
11. Currently, there are no graduate policies in place for experiential learning, credit by examination, or for professional certificates completed prior to beginning a master’s degree at Middle Georgia State University.

Student Name	
Student Email	
Student I.D.	
Student Phone	
Program of Study	

Course Name(s) and Number(s) Petitioned for Credit

Course Name	Course Number

Course Name(s) and Number(s) Petitioned for Substitution

Course Name (Original Course)	Course Number	Substituted For (MGA Course Name)	Substituted For (MGA Course Number)

- 1. Syllabus attached yes___ no ___
- 2. Course description attached yes___ no ___
- 3. Evidence of grade attached and acceptable* yes___ no ___

*Grade(s) – Provide for each course: _____

Student Signature:

_____ DATE _____

Graduate Program Coordinator Signature:

_____ DATE _____

Comments:

Dean of the School of the Graduate Program Signature:

_____ DATE _____

APPROVED _____ NOT APPROVED _____

Dean of Graduate Studies Signature:

_____ DATE _____

APPROVED _____ NOT APPROVED _____