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.

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<td>Student Phone</td>
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<td>Program of Study</td>
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Copies: Registrar’s Office, Student File Located in School/Program of Study, Dean, Graduate Studies
# Course Name(s) and Number(s) Petitioned for Credit

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

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<tr>
<th>Course Name (Original Course)</th>
<th>Course Number</th>
<th>Substituted For (MGA Course Name)</th>
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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 _____

**Copies:** Registrar's Office, Student File Located in School/Program of Study, Dean, Graduate Studies