

Middle Georgia State University

Evaluation of Credit Request

Instructions: Middle Georgia State University (MGA) only accepts credit from institutions that are accredited by Regional Accrediting Bodies as published in a current edition of the Higher Education Directory. 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 (Please Print or Type)

Student Name

Last

First

MI

ID#

Student ID# or SSN

Institution

Term Credit Earned

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

MGA Course Equivalent

Approved

Denied

Division Chair Signature

Comments

Evaluator