



MADISON COLLEGE

Transfer Credit Evaluation Request Form

Madison College automatically evaluates official transcripts submitted from UW System, Wisconsin Technical College System (WTCS) and Edgewood College for the following general education (e.g. 100-200 level) subjects: Art, History, Music, Performing Arts, Physical Education, Science, and World Language. A request form is NOT required.

In addition to those subjects listed above, Madison College will also automatically evaluate official transcripts from all accredited higher education institutions for general education credits (e.g. 100-200 level classes) in: Economics, English, Math, Psychology, Sociology and Speech. A request form is NOT required.

INSTRUCTIONS:

To request a Transfer Credit Evaluation for program-specific courses, or general education courses **other than those outlined above**, please complete the following:

- Print your Transfer Credit Report (found in your [myMadisonCollege](#) Student Center under the other academic drop-down) to determine what, if any, transfer credit has already been posted.
- Print off syllabi for the courses you are requesting to be evaluated (required for program-specific courses; recommended for general education courses).
- Complete and submit both pages of this form, along with the above mentioned documentation. **Official transcripts** must be on file in the Enrollment Center or attached to this request. Faxed transcripts are not accepted.

A. REQUIREMENTS FOR TRANSFER

- The total of all credit for prior learning cannot exceed 75 percent of the credits required for graduation.
- Only courses with an earned grade of C or better (i.e. not C- or CD) will be considered.

B. STUDENT INFORMATION

Last Name _____ First Name _____ Middle Initial _____
 Student ID _____ Madison College Email _____
 Current Program of Study _____ Anticipated Graduation Term (e.g. Fall 2013) _____
 Are you a Veteran? Yes No

C. CREDIT INFORMATION - Type(s) of transcript to be evaluated (select all that apply):

- University/college transcript(s)** - Name(s) of institution(s) _____
 Check all that apply: General Education Course Evaluation - Complete section **D** (on reverse); **syllabi not required**, but may be requested for further evaluation
 Program-specific Course Evaluation - Complete section **E** (on reverse); **must attach syllabi** for all program-specific courses
- Test results (AP, CLEP, DANTES)** - Name(s) of test(s) _____
- Military transcripts, discharge papers and/or DD-214 with ACE recommendations**
- International transcript(s)** - Name(s) of institution(s) _____
 International transcripts must be translated into English by a certified translation service, evaluated by a third-party, professional credential evaluation service and submitted to the Enrollment Center **prior to submission of this form**. Please visit [madisoncollege.edu/credential-evaluation-translation](#) for more information and a list of recommended services.
- High school articulated course(s)** - Must be designated on high school transcript.
- Experiential Learning** - For more information, go to [madisoncollege.edu/experiential-learning](#)

D. GENERAL COURSES - General education transfer credits to be evaluated (see key for appropriate fulfillment code):

Prior to filling out this section, please be sure you have checked your Transfer Credit Report in your myMadisonCollege Student Center, as transfer credit may already have been posted for some general education courses.

Courses for Review				Madison College Credit Requested (Optional)	
	Code	Institution	Course Name	Course Number (8 Digits)	Course Name
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Course Code Key

SUBJECT	CODE
English	ENG
Math	MAT
World Language	LANG
History	HIS
Music	MUS
Science	SCI
Physical Ed	PHE
Social Science	SOC
Speech	SPE
Performing Arts	PER
Art	ART

E. PROGRAM-SPECIFIC COURSES - Complete if requesting credit for program requirements (must attach course syllabi):

Courses for Review			Madison College Credit Requested	
	Institution	Course Name	Course Number (8 Digits)	Course Name
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

F. STUDENT SIGNATURE & AGREEMENT

By signing, I certify that the information above is true to the best of my knowledge.

Student Signature _____ Date _____

Student ID _____

G. SUBMISSION INSTRUCTIONS

Please sign and submit your completed form in **one** of the following ways:

- In-person (preferred):** Enrollment Center - Truax Campus, Rm. A1000 or any regional or metro campus
- Fax:** (608) 243-4353
- Mail:** Enrollment Center, Madison College, 1701 Wright Street, Madison, WI 53704

Allow up to 6 weeks for evaluation of transfer credit: View transfer credit awarded from your [myMadisonCollege](#) Student Center.

Appeal Process: In the event that a student is not satisfied with the award of transfer credit, he/she has the right to appeal. The appeal should be emailed to enrollmentservices@madisoncollege.edu along with supporting documentation.

Questions? For further assistance with this form visit the Enrollment Center or call (608) 246-6210.

<p><i>Regional & Metro Campus Staff - Date stamp, scan and email to intake@madisoncollege.edu.</i></p> <p><i>Enrollment Center - Admissions Use Only: Staff Name _____ Staff Title _____ Date Processed _____</i></p>
--