



# Madison College

## Transfer Credit Evaluation Request

The Credit for Prior Learning Office will review all official U.S. transcripts and award credit for any course(s) previously determined through evaluation to have equivalent course(s) within Madison College. After that initial review, you may review results on your Degree Progress Report ([students.madisoncollege.edu/degree-progress-report](https://students.madisoncollege.edu/degree-progress-report)). If you believe course(s) should transfer into your academic program, but have not, please complete the following form and submit all required documentation. Refer to the Credit for Prior Learning webpage ([students.madisoncollege.edu/credit-for-prior-learning](https://students.madisoncollege.edu/credit-for-prior-learning)) for detailed information.

**Instructions:**

1. Obtain syllabi or course outlines for the course(s) you are requesting to be evaluated from the institution where you completed the course(s) (required for all courses not transferred in from the initial review).
2. Complete and submit both pages of this form, along with the above-mentioned documentation. Official transcripts must be on file in Enrollment Services or attached to this request. Note: International transcripts must be evaluated by a third-party, professional credential evaluation service. Please visit the Transcripts web page ([students.madisoncollege.edu/transcripts](https://students.madisoncollege.edu/transcripts)) for more information.

### STUDENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Student ID: \_\_\_\_\_ Madison College Email: \_\_\_\_\_

Program of Study: \_\_\_\_\_

### COURSES TO BE EVALUATED

Fill out this section with the course(es) that you wish to be evaluate for equivalency to Madison College coursework. Under Courses for Review, indicate the institution where you took the course along with the course number and course name as listed on the transcript. It is optional to fill out the Madison College Courses Requested section. Actual equivalencies will be determined by academic program faculty.

Course(s) for Review			Madison College Course(s) Requested (optional)
Institution	Course Subject & Number	Course Name	Course Name
(ex: UW-La Crosse)	(ex: BIO 105)	(ex: General Biology)	(ex: Principles of Animal Biology)

