



EVALUATION OF CREDIT (Non Traditional or Other Sources)

Registrar's Office
800 Georgia Southwestern State University Drive
Americus, GA 31709-4379
Phone: 229-928-1331 / Fax: 229-931-2021

Instructions: Georgia Southwestern State University evaluates credit from a variety of sources other than institutions that are accredited by regional accrediting bodies 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 GSW, 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 Registrar's Office.

TO BE COMPLETED BY THE STUDENT (Please Print or Type)

STUDENT NAME Last First MI **gswID#**

INSTITUTION **TERM CREDIT EARNED**

TITLE AND COURSE NUMBER OF COURSE: **Term/Year Earned the Credit:**

EQUIVALENT GSW 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 from catalog or complete):

SYLLABUS ATTACHED: (PLEASE CHECK)

INSTRUCTOR CREDENTIALS (Degree Information - Indicate also whether instructor has at least 18 hours of higher education in subject area)

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 _____

CONTENT VERIFIED BY GSW DIVISION CHAIR: _____

GSW COURSE EQUIVALENT _____

APPROVED _____ **DENIED** _____ **DIVISION CHAIR SIGNATURE** _____

COMMENTS: _____

EVALUATOR: _____

PRINTED SIGNATURE: _____