

REQUEST FOR FORMAL EVALUATION OF TRANSFER CREDITS

I have completed a **minimum of six semester hours** and have a **minimum cumulative 2.00 GPA**. I understand that:

1. Only course work completed at a regionally accredited institution will be accepted for transfer credit.
2. Course grades of less than “C” will not be accepted.
3. A **maximum of 62 semester hours** of course work will be accepted from two- year post-secondary institutions.
4. A **maximum of 95 semester hours** of course work from all sources will be accepted.
5. Courses taken on an “**Audit**” or “**Pass-Fail**” basis will not be accepted.
6. Methodist University is at no time under any obligation, legal or otherwise, to accept the credits of any institution or agency.
7. It is the student’s responsibility to take necessary action to provide “**official**” copies of all appropriate transcripts and other documentation.

FORMAL EVALUATIONS WILL NOT BE UNDERTAKEN UNTIL SUCH TIME AS ALL DOCUMENTATION IS ON FILE WITH THIS INSTITUTION. PERSONAL OR STUDENT COPIES OF TRANSCRIPTS ARE NOT ACCEPTABLE FOR EVALUATION PURPOSES.

The following information is provided:

STUDENT’S FULL NAME _____
Last First Middle

ADDRESS: _____

PHONE NO. (____) _____

SSN _____ DEGREE _____ MAJOR _____

List all academic institutions that you have attended. Also list the names of agencies, CLEP, AP, military service etc., that you are requesting evaluated. **Failure to list an institution during initial evaluation may result in no subsequent credit being awarded** or in possible dismissal from Methodist University.

NAME OF INSTITUTION/AGENCY	STATE	DATES ATTENDED	DEGREE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student’s Signature Date