



# Madison College Transfer Credit Evaluation Request Form

## Instructions

Madison College awards credit for U.S. coursework previously approved by faculty. Check your Degree Progress Report for initial results: [Link to the Current Student Degree Progress Report webpage.](#)

Please submit a form for each prior institution. To request review of courses not previously evaluated:

1. **Provide Documentation:** Attach a syllabus or course outline for each course.
2. **Identify Course Match:** On the form, list the Madison College class or degree requirement you seek credit for, along with the school name, course number, and title from your transcript.
3. **International Students:** Transcripts must be formally evaluated: [Link to International Transcripts information.](#)
4. **Submit Form:**
  - a. In-person: Truax Campus Student Support Center (Rm. C1434V) or any regional/metro campus
  - b. Fax: (608) 243-4353
  - c. Email: [enrollmentservices@madisoncollege.edu](mailto:enrollmentservices@madisoncollege.edu)
  - d. Mail: Enrollment Services, Madison College, 1701 Wright Street, Madison, WI 53704
5. **Notification:** Results will be sent to your Madison College email. Allow up to 6 weeks for processing.

Questions? Call Enrollment Services at (608) 246-6210.

## Student Information

**Student Name:**

**Student ID Number (Required):**

**Program of Study:**

## Courses for Evaluation

**Prior Institution Name (e.g., UW-La Crosse):**

**Course #1 – Madison College Course or Requirement Requested (e.g., 20-801-201 English 1)**

Course Code/Number and Name of Prior Course(s) for Review (e.g., ENG 101 Introduction to English)

**Course #2 – Madison College Course or Requirement Requested (e.g., 20-801-201 English 1)**

Course Code/Number and Name of Prior Course(s) for Review (e.g., ENG 101 Introduction to English)

**Course #3 – Madison College Course or Requirement Requested (e.g., 20-801-201 English 1)**

Course Code/Number and Name of Prior Course(s) for Review (e.g., ENG 101 Introduction to English)

**Course #4 – Madison College Course or Requirement Requested (e.g., 20-801-201 English 1)**

Course Code/Number and Name of Prior Course(s) for Review (e.g., ENG 101 Introduction to English)

**Course #5 – Madison College Course or Requirement Requested (e.g., 20-801-201 English 1)**

Course Code/Number and Name of Prior Course(s) for Review (e.g., ENG 101 Introduction to English)

**Course #6 – Madison College Course or Requirement Requested (e.g., 20-801-201 English 1)**

Course Code/Number and Name of Prior Course(s) for Review (e.g., ENG 101 Introduction to English)

**More Courses or Something That's Not a Course?**

- For more than 6 courses, please submit additional forms. If you are evaluating an entire prior degree program, we recommend first discussing your prior learning with faculty in your new academic program.
- If you are asking for evaluation of prior learning other than from a college or university course (e.g., professional license or certification, national exam, etc.), please explain the evaluation you are requesting here:

**Student Agreement and Signature**

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

Student Signature:

Date:

**Note for Staff:** Regional & Metro Campus Staff - Date stamp, scan and email to intake@madisoncollege.edu.