

Credit Evaluation Worksheet

Student Name _____ SEC ID# or Social Security # _____ Date _____

Transferring Institution Name _____ Address _____

Registrar Office Phone Number _____ Contact Name _____ Accreditation _____

Does Institution offer Title IV Federal Financial Aid? _____ Years Student attended _____ Student's Intended Major _____

Where applicable, make note of the catalog page number that substantiates the information below.

Course Level Fresh, Soph, Jr, Sr	Course Title	Instructor's Name	Instructor's Degree? PhD, Masters Must be earned.	Text used (Include name and publisher)	Course Description (Indicate catalog page # below)	Contact Hours
			Degree is from? What field is degree in?	ISBN # for Text		

Please complete this worksheet for the courses eligible for *consideration*. You must bring documentation such as course syllabi or university/college catalog or copies of relevant catalog pages of the years you attended showing instructor name, degree conferred, proof of contact hours equal to 15 per credit given and course description. If any required information is not documented, obtain an official statement from the registrar of the university substantiating it. Attach all documentation to worksheet upon submission. An official acceptance of credits given will be provided to you in writing by the registrar's office at Southeastern University with any applicable conditions noted. **Only fully completed submissions will be reviewed. Submissions MUST be turned in by deadline for consideration.** A GPA of 2.0 or higher must be obtained by the student during his/her first full-time semester for credits to be officially received in transfer. CREDIT ACCEPTANCE IS NEITHER IMPLIED NOR GRANTED BY COMPLETION OF THIS FORM.