



**COURSE TRANSCRIPT EVALUATION REVIEW APPLICATION FORM**  
**Teacher Education Programs**

Individuals who have successfully completed courses at other U.S. regionally accredited universities and colleges should request an evaluation of these courses for the purpose of establishing equivalency with Rio Salado College. Teacher Education coursework completed over 10 years ago will not be evaluated for course prerequisites or equivalencies unless individuals hold a current teaching certificate. If you hold, a current teaching certificate **you must submit** this along with your packet and describe the educational, various duties and responsibilities you have had over the last 10 years. Please review the following pages carefully and indicate the appropriate program for which you would like the transcript(s) to be evaluated. The Transcript Evaluation may take up to 30 days from the date submitted. **You must submit an Official transcript showing classes accepted from the final review or you will not be awarded the transfer credit.**

The information you submit needs to be as complete as possible. It is important that you include all the requested information and materials. The more detailed the information that is provided, the more complete the transcript evaluation will be. **If requested documentation is missing, your packet of materials will be returned without evaluation.** This will significantly impact your ability to move through the program in a timely manner.

Endorsement Evaluation Note: The Transcript Evaluation Committee will evaluate transcripts for **prerequisites only**. If you have questions concerning course acceptance for any Endorsement previously completed at another institution, please contact the Arizona Department of Education.

Note: The decision of the Transcript Evaluation Committee is final and not subject to review.

Name (please print) \_\_\_\_\_  
Last First Middle

All names previously used \_\_\_\_\_ Student ID # \_\_\_\_\_

Phone(s): Day (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Desired Start Date \_\_\_\_\_

A more informed decision can be made if adequate and detailed documentation is provided. All supporting documentation must be included in one packet:

- Official or unofficial transcripts for all education courses completed
- Listing of the education courses you request to be evaluated (next page)
- Listing of general education courses you request to be evaluated (undergraduate degree program only)
- Include one of the following for each course being evaluated:
  - \* Catalog information and course descriptions for the Teacher Education coursework
  - \* Course objectives/competencies
  - \* Course outline of topics covered
  - \* Course **syllabus** detailing specific course content
  - \* List of the skills included in the course if applicable
- Must indicate “program of study”
- All Transfer courses must be a “C” or better and meet the over all GPA 3.0
- If you hold a teaching certificate, please submit a copy of your certificate with your transcript evaluation form and supporting documentation.
- If you have an Arizona Department of Education Evaluation please submit a copy

**I have read and understand the information presented and acknowledge that final transcript evaluation results are not subject to review.**

Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_

**Rio Salado College On-Line Teacher Education Programs  
Course Transcript Equivalency Review Application Form**

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

**Circle program**

(ATP) Associate Transfer Partnership Degree:  Early Childhood  Elementary

Undergraduate Teacher Education Partnership Programs: \_\_\_\_\_  
(Please identify the degree pathway you are selecting)

Post-Baccalaureate Program Specialization:  Early Childhood  Elementary  Secondary  Special Education

Teacher-In-Residence Program Specialization:  Elementary  Secondary  Special Education

Endorsements (Evaluation of Prerequisites only):  Computer Science  ESL/Bilingual  Math  
 Middle Grade  Reading  SEI

\*If you are a certified teacher, please submit a copy of your certification and tell us which level or area of certification you wish to pursue.

Current Certification: \_\_\_\_\_

Certification you wish to pursue: \_\_\_\_\_

**Listing of (EDU) or Education Courses for Evaluation:**

Name of College/University	Course(s) Taken	Rio's course you think is equivalent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Upon completion of the evaluation, a letter will be sent to the individual with course equivalency designations. Formal documentation of the transcript evaluation will be provided to the Rio Salado Admissions and Records Department for recording of the approved transfer credit equivalency.

**Note: The decision of the Transcript Evaluation Committee is final and not subject to review.**

**Note: Transcript Evaluation Committee meets the first Wednesday of every month for out-of-state education coursework.**

**Send this form, along with supporting documentation to:**  
**Rio Salado College**  
**Attention: Program Admissions, Student Enrollment Services**  
**2323 W. 14<sup>th</sup> Street**  
**Tempe, AZ 85281**  
**Teacher Preparation Students Fax to: 480-377-4712**  
**Teacher-In-Residence Students, please fax to: (480) 377-4713**