ELEMENTARY MAC REQUEST FOR A COURSEWORK EVALUATION

This request for a coursework evaluation is for students planning to apply to the Elementary Master of Arts with Certification (MAC) Program at the University of Michigan-Ann Arbor. If you plan to attend University of Michigan-Dearborn or University of Michigan-Flint, please contact the Education Departments of these institutions for an evaluation of your records as each has different requirements.

MAC coursework evaluation results are valid for two years from the date the results are received by the applicant. Incomplete requests for coursework evaluation (e.g. incomplete form, missing transcripts) will be kept on file for up to one year from the date the request form is received by the Office of Student Affairs.

Date __________________  Entering: Summer 20____
Evaluation Results: The evaluation process may take up to FOUR WEEKS to be completed. You will receive the coursework evaluation results via email.

1. Name  
   First__________________________  Middle__________________________  Last__________________________  Maiden__________________________

2. Home Address  
   Number__________________________  Street__________________________  Apt__________________________
   City__________________________  State__________________________  Zip Code__________________________  Country__________________________

3. Telephone ______________________  Email ______________________
   Area Code__________________________

4. Date of Birth ______________________

5. U.S. Citizen:  ☐ Yes  ☐ No

6. Currently enrolled in the University of Michigan-Ann Arbor:  ☐ Yes  ☐ No

7. UMID # (if current or former U-M student): ______________________

8. I have submitted a Coursework Evaluation Request for Secondary MAC, as well:  ☐ Yes, Date Submitted:____________________  ☐ No

9. Evaluate my records for the following teaching major(s):
   The State of Michigan requires that all teacher certification candidates have one teaching major in order to be recommended for teacher certification. Select at least one major. If your coursework is sufficient for additional teaching majors, the certification advisor who completes your evaluation will include the information on your evaluation. The elementary MAC program offers teaching majors in the following areas:

   TEACHING MAJORS
   ☐ Integrated Science
   ☐ Language Arts
   ☐ Mathematics
   ☐ Social Studies

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10. Transcript Submission:
An official hardcopy transcript in its SEALED INSTITUTIONAL ENVELOPE must be submitted for every community college/college attended (even if the student only attended the institution for a short time). U-M transcripts will automatically be pulled for current U-M students or U-M students who attended after 1993. Students who attended prior to 1993 need to request that their transcript be sent to the School of Education. Instructions can be found here: ro.umich.edu/transcript/.

Advanced Placement (AP) test scores must be sent to U-M Ann Arbor from ETS (ets.org) by providing the institution code 1839. Scores must be sent even if an institution has already granted credit for these tests. If the student previously submitted AP scores to U-M Ann Arbor, then scores do not need to be sent again.

Applicants with coursework (including study abroad) and/or degrees from non-U.S. colleges or universities must have their transcript(s) evaluated by Educational Credential Evaluators (ece.org). If the study abroad coursework was completed as a U-M Ann Arbor student and the course names and course numbers are included on the student’s U-M Ann Arbor transcript, then an international credit evaluation does not need to be submitted.

Coursework evaluations cannot be completed until all necessary materials are submitted to the Office of Student Affairs. When applying to the MAC program, please consult the MAC Application Checklist for instructions on what transcripts must be resubmitted to the Rackham Graduate School.

Send this Coursework Evaluation Request form and transcript(s) to:
University of Michigan School of Education
Attn: CWE Materials
Office of Student Affairs
610 East University Avenue, Room 1228
Ann Arbor, MI 48109

Check the “included” box if the transcript is submitted with the Request for a Coursework Evaluation.

Name of institution where coursework completed                  Date transcript ordered
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11. Criminal Convictions (The School of Education criminal convictions policy follows this section.)

Please respond to the following question:
Have you ever been convicted of a felony or misdemeanor or had a certificate or license denied or revoked?

☐ Yes ☐ No

If you answered yes to the question above, provide a statement of explanation when you submit your Request for a Coursework Evaluation.

Signature and date are required regardless of answer.

Signature ____________________________ Date __________________

CRIMINAL CONVICTIONS POLICY
Michigan’s “School Safety” legislation (2005) requires that all potential employees of public schools in the State of Michigan be fingerprinted and subjected to a criminal background check prior to hire. An intern can be denied initial certification or certification can be delayed if his or her background reveals a felony or certain enumerated misdemeanor convictions. All newly admitted interns must provide proof that a State of Michigan and FBI criminal background check (via LIVESCAN fingerprinting) has been conducted. The results of the criminal background check must be submitted to the program according to current policy. This must be done before any field placement in a K-12 setting can occur.

Additionally, two signed criminal affidavits are required: 1) prior to student teaching, and 2) prior to recommendation for certification to the State of Michigan. It is likely that school districts in which interns are placed for practicum and/or student teaching may ask for fingerprint results before agreeing to host the teacher candidate. Interns are expected to report any criminal convictions that occur during their tenure in our teacher education program to their program coordinator as soon as they occur.