

Office of Student Affairs
 610 East University, Room 1225, Ann Arbor, MI 48109
 Phone: 734.764.7563 Fax: 734.763.1495
 Email: ed.grad.admit@umich.edu

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.

Applicants with coursework and/or degrees from non-U.S. colleges or universities must have their transcript(s) evaluated by an international credit evaluation center. Coursework evaluations cannot be completed until evaluated transcripts are submitted to the Office of Student Affairs.

For a list of the centers we accept, go to:
www.soe.umich.edu/admissions/intltranscripts/

An **official** copy of your community college/college transcript(s) must accompany this form. If you took courses relevant to your teaching major and/or minor as part of a study abroad program, submit a transcript from those institutions as well. Send this form and transcript(s) to:

**University of Michigan School of Education
 Office of Student Affairs
 610 East University Avenue, Room 1225
 Ann Arbor, MI 48109**

When you apply to the program additional transcripts will be required by the Rackham Graduate School, as described on the MAC Application Checklist.

Date _____ Entering: Summer 20____

NOTE: AN EVALUATION MAY TAKE 4 WEEKS TO BE COMPLETED

1. **Name** _____
First Middle Last Maiden

2. **Date of Birth** _____

3. **Home Address** _____
Number Street Apt.
City State Zip Code Country

4. **Telephone** _____ **Email** _____
Area Code

5. **U.S. Citizen:** Yes No

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

7. **Evaluate my records for the following teaching major(s) and minor(s):**

The State of Michigan requires that all teacher certification candidates have a teaching major and minor or two teaching majors in order to be recommended for teacher certification. The elementary MAC program offers teaching majors and minors in the following areas. Select at least one major and one minor.

TEACHING MAJORS

- Integrated Science
- Language Arts
- Mathematics
- Social Studies

TEACHING MINORS

- Fine Arts
- Integrated Science
- Language Arts
- Mathematics
- Social Studies

8. Transcript Submission

List the name of each institution attended and the date the transcript was ordered.

Check "attached" if the transcript is submitted with the Request for a Coursework Evaluation.

Attached

_____	_____	<input type="checkbox"/>
Name of institution where coursework completed	Date transcript ordered	
_____	_____	<input type="checkbox"/>
Name of institution where coursework completed	Date transcript ordered	
_____	_____	<input type="checkbox"/>
Name of institution where coursework completed	Date transcript ordered	
_____	_____	<input type="checkbox"/>
Name of institution where coursework completed	Date transcript ordered	
_____	_____	<input type="checkbox"/>
Name of institution where coursework completed	Date transcript ordered	

9. 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 _____ 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.