



College of Education
 Unofficial Transcript Evaluation Request Form
 For Prospective Master of Science in Teaching (MST) Program Students

The MST is a **FULL-TIME**, 13-month, 40-credit program that begins once a year in **MAY ONLY**, for aspiring teachers who possess the content knowledge to teach K-12 Subject Matter Education or K-5 Elementary Education. The MST application deadline is February 15th. For more detailed information about the MST program and admission requirements, please visit the MST website: (<http://www.rowan.edu/colleges/education/programs/teachered/mst/>).

To request a transcript evaluation, please complete this form and return with a copy of transcripts from all colleges attended (regardless of number of credits earned) to the Student Services Center. You may mail or fax the completed form and your transcripts to:

<p>Mail Student Services Center Education Hall, Rowan University 201 Mullica Hill Road, Glassboro, NJ 08028</p>	<p>Fax 856.256.5624</p>
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Important Note: If the college/university you attended uses a numerical designation for departments/subjects on their transcripts instead of traditional designation (for example, 234 for Math courses instead of MAT for Math courses or 7281 for History courses instead of HIS for History courses, etc.), you must also provide a guide/legend that lists the department/subject that corresponds with each numerical code. Please contact the Office of the Registrar at your college/university for this information.

NAME _____ DATE _____

EMAIL ADDRESS _____

PHONE NUMBER _____

UNDERGRADUATE INSTITUTION(S) _____

UNDERGRADUATE DEGREE _____ DATE OF DEGREE _____

NUMBER OF UNOFFICIAL TRANSCRIPTS TO BE EVALUATED _____

Please indicate what cohort year you are interested in:

2012 2013 2014

Please indicate the MST Program you are interested in:

- MST in Elementary Education (K-5)
- MST in Subject Matter Education (K-12) English
- MST in Subject Matter Education (K-12) French
- MST in Subject Matter Education (K-12) Math
- MST in Subject Matter Education (K-12) Science (please specify: Biology, Chemistry, Physics or Physical Science)
- MST in Subject Matter Education (K-12) Social Studies
- MST in Subject Matter Education (K-12) Spanish
- MST in Subject Matter Education (K-12) Theatre

COMMENTS:

****Due to the high volume of transcript evaluation requests, please allow 3-4 weeks for evaluations to be completed. Unofficial evaluations will be completed by the MST Academic Advisor. For evaluation results, please schedule an appointment with Alicia Groatman by calling the Student Services Center at 856.256.4420. ****