



Office of Academic Engagement Experiential Transcript Request

Please review this information regarding the Experiential Transcript.

The experiential transcript documents the wide range of learning opportunities transcending traditional classroom education and are available for undergraduates enrolled in baccalaureate degree programs. Combined with the academic transcript, an experiential transcript reflects the student's total educational experience throughout his or her time at Georgia College. Members of the faculty and staff who provide oversight for the quality of these experiences validate the documentation beginning in the student's first year and ending with the student's senior year.

A student may access his or her experiential transcript online at paws.gcsu.edu by logging into the secure area, clicking on "student & financial aid," "student records," and "display experiential transcript."

To report items on a student's experiential transcript, complete and submit this form to the Office of Academic Engagement.

To request an experiential transcript, please contact the Office of Academic Engagement.

There are seven categories documented on a student's experiential transcript. They are:

- Service Learning** | This category documents service experiences linked to a specific class and designed to enhance or reinforce classroom knowledge. A detailed, reflective journal for each experience outside of the classroom confirms the connection of classroom knowledge to "real world" applications. A student must have completed a minimum of twenty hours to have service learning documented on the experiential transcript. *Please note that service learning must be reported by a supervising member of the faculty.*
- Community Service** | This category documents service that meets a community need but is not linked to a specific class. A student must have completed a minimum of ten hours to have community service documented on the experiential transcript.
- Internships** | This category documents professional experiences that provide an opportunity to put classroom learning into practice. Internships tied to a student's discipline can be identified through the University Career Center or through the academic department, but must be approved and verified by a member of the faculty.
- Scholarly & Creative Endeavors** | This category documents activities or performances that demonstrate scholarly or creative endeavors beyond the traditional classroom, such as conference presentations or theatrical or musical performances.
- International Experiences & Studies Abroad** | This category documents a student's credit-bearing program outside of one's home country.
- Awards & Recognition** | This category documents formal recognitions by an affiliated organization at Georgia College.
- Distinguished Campus Leadership** | This category documents recognized leadership contributions made to the university community.

The mission of the Georgia College Office of Academic Engagement is to enrich student learning through distinctive and integrative opportunities, connecting classroom knowledge with action with experience.

Office of Academic Engagement
Campus Box 101 • Milledgeville, Georgia 31061-0490 • J. L. Beeson Hall
(478) 445-1228, telephone • (478) 445-1229, fax • www.gcsu.edu



Academic Engagement



Office of Academic Engagement Experiential Transcript Request

Send request to the Georgia College Office of Academic Engagement,
Campus Box 101, Milledgeville, Georgia 31061-0490.

I. Student Information

Name: _____

Student Identification Number: _____

Contact Telephone Number: _____

Local Address: _____

Date of Birth: _____ Major: _____

II. Transcript Request

Last Term Attended GCSU: _____

Undergraduate Degree Date: _____

Number of Transcripts Requested: _____

Pick Up Transcript

Mail Transcript to: _____

III. Approval

Transcripts will be mailed within 14 days; however, please allow 3-4 weeks during peak periods.

Student Signature

Official Use Only

Date of Request: _____

Documentation Verified: _____

Date Processed: _____