

Credit Evaluation Form

Ohio State Global Education students are required to obtain departmental approval for all courses taken during a study abroad program. In most cases, students are encouraged to seek pre-approval of course credit prior to studying abroad. Ohio State Global Education programs have been approved for graded credit and not “K” (transfer) credit.

Process to evaluate courses from foreign institutions for students on official Ohio State Global Education programs:

- **Read over the course descriptions and/or syllabi** that the student gives you. If insufficient information is provided, please return the form to the student and inform them of what additional information is needed.
- **Decide on the Ohio State equivalent course(s)**. Please assign a specific course number, not “general” or “special” credit. The equivalent course must be an existing course in your department at the time the student studied abroad. Also, take into account that the number of credit hours a student will receive for the course is the same number of credit hours the course is offered at Ohio State.
- **Mark down the Ohio State equivalent course(s)** on this form, sign and date.
- You may want to keep a copy for your records.

Many departments have a ‘*Study at a Foreign Institution*’ course (X797 on the semester system) available and the transfer credit coordinator can choose this option when presented with limited information about a class or if there is no closer equivalent of an Ohio State course.

Upon the student’s return from the overseas institution and receipt of an official transcript, the sponsoring college’s global education liaison will review the credit equivalencies on this sheet to confirm that the student completed the same courses that were evaluated previously by your department. If they are the same, the sponsoring college’s global education liaison will notify the Office of the Registrar of the final results. If the student ultimately enrolls in a course, which has not been evaluated by you, or has additional information about a course, s/he will return to you to have it reviewed.

- Return the completed Credit Evaluation Form electronically to [Tony Valle](#), global education liaison for the College of Arts and Sciences. It must come from the Ohio State email address of the transfer credit coordinator.
- For programs in the College of Engineering, send completed form to [Leslie Callihan](#).
- For programs in the College of Food, Agriculture and Environmental Science, send completed forms to [Elizabeth Shuman](#).

Basic Information (To be completed by student)

Student name	
Student email	
OSU ID#	
Program name	
Program dates	

Ohio State Course Equivalences (To be completed by transfer credit coordinator)

Course taken abroad	Hours	Ohio State equivalent	Hours
<input type="checkbox"/> I approve this equivalency for all future students who take this course at this institution. <input type="checkbox"/> I only approve this course equivalency for this student. <input type="checkbox"/> I recommend for General Education course.			
Course taken abroad	Hours	Ohio State equivalent	Hours
<input type="checkbox"/> I approve this equivalency for all future students who take this course at this institution. <input type="checkbox"/> I only approve this course equivalency for this student. <input type="checkbox"/> I recommend for General Education course.			
Course taken abroad	Hours	Ohio State equivalent	Hours
<input type="checkbox"/> I approve this equivalency for all future students who take this course at this institution. <input type="checkbox"/> I only approve this course equivalency for this student. <input type="checkbox"/> I recommend for General Education course.			
Course taken abroad	Hours	Ohio State equivalent	Hours
<input type="checkbox"/> I approve this equivalency for all future students who take this course at this institution. <input type="checkbox"/> I only approve this course equivalency for this student. <input type="checkbox"/> I recommend for General Education course.			

 Printed name of Transfer Representative

 Department

 Signature

 Date

Send completed forms from the transfer credit coordinator's Ohio State email to [Tony Valle](mailto:TonyValle@osu.edu).