

STUDY ABROAD

Credit Evaluation Form

Ohio State Study Abroad 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 Study Abroad programs have been approved for **graded credit** and not “K” (transfer) credit.

In order to evaluate courses from foreign institutions for students on official Ohio State Study Abroad programs:

1. **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.
2. **Decide on the Ohio State equivalent course(s)**. Please assign a specific course #, 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 # of credit hours a student will receive for the course is the same # of credit hours the course is offered at Ohio State.
3. **Mark down the Ohio State equivalent course(s)** on the Study Abroad Credit Evaluation form, sign and date.
4. **You may want to keep a copy for your records.**

Many departments have a ‘*Study at a Foreign Institution*’ course (697 on the quarter system, 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 Study Abroad 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 Study Abroad 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.

After completing this form you may send it electronically to Tony Valle (valle.5@osu.edu), Study Abroad Liaison for the College of Arts and Sciences. If the form is sent electronically, it must come from the Ohio State email address of the Transfer Credit Coordinator. Alternatively, the student may submit a signed hard copy to 100 Denney Hall, 164 W Seventeenth Avenue.

OIA Study Abroad Evaluation of Credit Form

Student's Name _____

Student's email _____

OSU ID# _____

Program Name _____

Program Dates _____

Ohio State Course Equivalences

Course Taken Abroad	Hours	Ohio State Equivalent	Hours
<input type="checkbox"/> I approve this course 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"/> Recommend for General Education course.			
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Name of Transfer Representative (Please Print)

Department

Signature

Date

Course Taken Abroad	Hours	Ohio State Equivalent	Hours
<input type="checkbox"/> I approve this course 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"/> Recommend for General Education course.			
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Name of Transfer Representative (Please Print)

Department

Signature

Date

Completed forms may be sent electronically from the Transfer Credit Coordinator's Ohio State email address or a hard copy may be submitted directly to Tony Valle at valle.5@osu.edu.



THE OHIO STATE UNIVERSITY

OFFICE OF INTERNATIONAL AFFAIRS
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