

DEPARTMENTAL TRANSFER CREDIT EVALUATION

Student Name	Student's OSU ID Number

INSTRUCTIONS FOR TRANSFER CREDIT COORDINATOR:

- 1) Evaluate General, Special, Technical, or Deferred courses assigned to your department and award a specific Ohio State equivalent course number in your department. Complete all information on the course(s) evaluated and sign the form.
- 2) By default, all equivalencies will be added to the articulation table and will remain in effect until rescinded by the department. Equivalencies will be reviewed periodically by OUR and departmental audits. Departments can choose to set an expiration date on the articulation rule, with a minimum of 3 years, by adding a note in the Comments box. If you do not want an articulation rule added to the tables, uncheck the box and, for OUR record keeping purposes, add a comment indicating the reason for exclusion.
- 3) Send the form to the **Transfer Credit Center** by e-mail: ESUE-TransferCreditCenter@osu.edu. Courtesy copy may be given to the student.

FROM PREVIOUS UNIVERSITY TRANSCRIPT					FROM TRANSFER CREDIT REPORT			DEPARTMENTAL ACTION/OSU EQUIVALENTS			
PREVIOUS INSTITUTION COURSE INFORMATION					TRANSFER CREDIT CENTER ASSIGNMENT			The total hours assigned by the department <u>cannot exceed</u> the total hours awarded by the University Registrar.			
Institution	Dept	Course #	Hrs	Grade	Dept	Type of Credit (please indicate decimal)	Hrs	Dept	Course #	Hrs	Comments
											<input type="checkbox"/> Add to Articulation Table
											<input type="checkbox"/> Add to Articulation Table
											<input type="checkbox"/> Add to Articulation Table
											<input type="checkbox"/> Add to Articulation Table
											<input type="checkbox"/> Add to Articulation Table

Credit Coordinator's Signature:

Type name if using email, sign if using campus mail.

Date evaluation completed: / /

Tentative Evaluation Disclaimer Use of this form to provide a tentative transfer credit evaluation (departmental evaluation prior to course completion) is not a guarantee of how the transfer credit will be awarded. The University Registrar and Undergraduate Admissions have the final authority in determining what credit is transferable, and any calculation of transferable hours. Should the official transfer credit evaluation by said offices award a number of transfer credit hours that differ from the tentative evaluation so much that the listed equivalency is in violation of transfer credit policy, the tentative evaluation will be considered void.

University Registrar Use Only	Date of Posting: <u> </u> / <u> </u> / <u> </u> By: _____
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