

Department of Psychology

Course Evaluation Form

This form must accompany your materials

Student Information		
Name _____		
Student ID Number _____	Name.# _____	
Major _____	Second Major _____	Minor _____

Type of Evaluation Requested	
<input type="checkbox"/> Transfer Credit Evaluation	<input type="checkbox"/> Pre-Approval (Domestic University)
<input type="checkbox"/> Education Abroad (Include OIA Credit Form)	<input type="checkbox"/> Pre-Approval (International University)

Transfer Credit Information		
College/University _____		
Course Name _____		
Course Department/# _____	Credit Hours _____	Term Completed _____
<i>Requesting credit for the following course at The Ohio State University</i>		
PSYCH # _____	Course Name _____	
<input type="checkbox"/> Syllabus Attached	<input type="checkbox"/> Transfer Credit Report Attached	<input type="checkbox"/> I have read the information on the back of this document.
College/University _____		
Course Name _____		
Course Department/# _____	Credit Hours _____	Term Completed _____
<i>Requesting credit for the following course at The Ohio State University</i>		
PSYCH # _____	Course Name _____	
<input type="checkbox"/> Syllabus Attached	<input type="checkbox"/> Transfer Credit Report Attached	<input type="checkbox"/> I have read the information on the back of this document.

By signing below, I hereby declare that all information provided for this course evaluation is accurate and true. I understand that submission of inaccurate or counterfeit materials is cause for academic ramifications which may include referral to the Committee on Academic Misconduct.

Student Signature _____ Date _____

Office Use Only	
Date Received _____	
Committee Decision _____	

Important Information

- 1) All courses must be successfully transferred into the University as either General (G000.xx) or Special credit (S000.xx), i.e., not remedial, technical, or deferred credit, before they can be evaluated by the Department of Psychology. In order to have your college coursework transferred into the university, submit an official transcript to the address below or visit their website: http://registrar.osu.edu/transfer_credit/index.asp

The Ohio State University
Undergraduate Admissions and First Year Experience
Enarson Hall
154 West 12th Avenue
Columbus, OH 43210-1390
(614) 292-0300

- 2) The Ohio State University will evaluate and award credit for all successfully completed college course work at post-secondary institutions holding accreditation from any one of the six regional accrediting associations. It is the student's responsibility to ensure that the institution in which they are planning to attend is regionally accredited. If you have questions concerning the accreditation status of an institution please direct your questions to the University's Office of the Registrar by calling 292-0300. <http://registrar.osu.edu/>
- 3) The pre-approval status of evaluated courses is tentative. Pre-approval of a course is based on the syllabus submitted. The actual syllabus for the class taken will need to be submitted when the course has been successfully transferred to The Ohio State University. Directions on how to submit the actual syllabus will be included in the pre-approval confirmation email.
- 4) Online courses are evaluated via the same criteria as any other course being transferred into the university. However, special attention is given to the security of the test administration. If you are planning to take online coursework, we strongly suggest that you acquire pre-approval for the course before enrolling.
- 5) Once you have collected the materials listed on the reverse side of this document, you can submit your materials in an envelope to our office (15 Psychology Building), fax them to 614-292-5136 (must include this form), or mail them to our address listed below. Allow 1 to 2 weeks after we have received your material for us to process and evaluate the coursework.

Psychology Undergraduate Advising Office
ATTN: UGA Transfer Credit
1835 Neil Avenue
15 Psychology Building
Columbus, OH 43210

- 6) Should you have any question concerning the transfer credit evaluation process, please call us at (614) 292-5750.