UNDERGRADUATE REQUEST FOR VALIDATION OF CREDIT													
Please check if Study Abroad													
							(In	structions on	Back)				
STUDENT: _		First	WID:		_ (	Colleg	e and	major:	DATE:				
TO:			Der	oartme	nt of	F							
10	partment of												
		ment Head			•								
											No	te: This form should no	ot be
Transferring Institution: College or University				City State or Country							use	used for transferable credit if a	
		conege of oniver	Sity			Cit	у		State of Country		DA	RS exception can be do	one.
COURSES FI	ROM INSTIT	UTION ABOVE						K-STA	<b>ATE EQUIVALENCY</b>				
Semester/	Course	Course Name	Hours	Recommendation			tion	Course	Course Course Name or		ster/	Faculty Appr	oval
Year	Number				(Circle On			Number	Dept. if Elective Cre	dit Ho	our	(Print and Si	gn)
				0	1	2	3						
				0	1	2	3						
					_	_	-						
				0	1	2	3						
				0	1	2	2						
				U	T	2	5						
				0	1	2	3						
				0	1	2	3						
				0	1	2	3						
0 = This course is automatically accepted for this and all future students (only applicable if course numbers provided)										COMMEN	TS:		
<ul><li>1 = This course may be validated as equivalent to the course indicated</li><li>2 = This course was non-transferable and will transfer as elective credit</li></ul>													
3 - I do not recommend that this course be validated for credit													
Note: A DA	RS report shou	Ild be run to ensure duplica	ate credit is n	not awa	rded								
APPROVED:							DATE:						
		Department Validating											
APPROVED: DATE:										L			

Validation forms are used when:

1. The transfer course doesn't automatically transfer to K-State and needs to be re-evaluated by the K-State department which offers the same or similar type of course.

2. The transfer course should be made directly equivalent to a K-State course.

## Validation Request Procedures

1. An enrolled Kansas State University student may ask their Dean's Office whether they have non-transferable courses that can be validated.

2. A Dean's Office representative will complete validation forms only for courses that may apply towards degree requirements.

3. The student takes supporting documents and the validation form to the department office(s) for signature.

4. Department Head will sign (if approving validation request) and send form to student's Dean's Office. Forms are destroyed if request is denied.

5. Dean's Office representative signs validation form and delivers to Admissions Office.

6. Admissions Office staff processes forms for future enrolled students. The Registrar's Office processes forms for current students - including study abroad.

## International Credit

The following methods are used to validate the awarding of credit for international students who have completed work at the postsecondary level:

1. Credit is granted based upon recommendations by recognized academic publications, primarily the World Education Services of American Association of

Collegiate Registrars and Admissions Officers.

2. Students can request a Credential Evaluation Service report if the service is a member of the National Association of Credential Evaluation Services.

3. Validation is made by a comparable credit-granting department at Kansas State University. Validation will be at the discretion of the credit-granting

department. These evaluations may be done on a course-by-course basis through examinations of course syllabi, oral or written examinations and/or any other method necessary to determine evaluation.

## Study Abroad

Final decision concerning a course's degree applicability will be determined by the appropriate department and will depend on student's homework, exams completed, the quality and quantity of effort and <u>may</u> require the validation process (reason for using this form). The course information shall be provided by the student to the department office responsible for this decision when the student returns to K-State.

I:Admissions Staff/Sackrider-Janie/request for validation of credit.pdf

September 2013