Please check if Study Abroad [ ]

UNDERGRADUATE REQUEST FOR VALIDATION OF CREDIT
KANSAS STATE UNIVERSITY
(Instructions on Back)

STUDENT: _______________    _____________    WID: __________    College and major: ___________    DATE: __________

TO: ___________________________ Department of ___________________________
       Department Head
(Use 1 form for each department’s review)

Transferring Institution: ___________________________ College or University ___________________________ City ___________________________ State or Country ___________________________

COURSES FROM INSTITUTION ABOVE

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<th>Semester/Year</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Hours</th>
<th>Recommendation (Circle One)</th>
<th>Course Number</th>
<th>Course Name or Dept. if Elective Credit</th>
<th>Semester/Hour</th>
<th>Faculty Approval (Print and Sign)</th>
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0 = This course is automatically accepted for this and all future students (only applicable if course numbers provided)
1 = This course may be validated as equivalent to the course indicated
2 = This course was non-transferable and will transfer as elective credit
3 - I do not recommend that this course be validated for credit

Note: A DARS report should be run to ensure duplicate credit is not awarded

APPROVED: ____________________________________ DATE: __________
       Head of Department Validating Credit

APPROVED: ____________________________________ DATE: __________
       Student’s College Dean

Note: This form should not be used for transferable credit if a DARS exception can be done.

COMMENTS:
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 may 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