

# Undergraduate Course Evaluation Request - Kansas State University

## Validation of Credit

**\*\*This validation form is not used for Education Abroad Courses.\*\***

**Instructions:** Evaluation and validation of credit is used to determine if the course is equivalent/substitute to a K-State course, Department Elective Credit, or Transferable Elective Credit. Attached is a syllabus for review. All rules are universal unless otherwise noted below.

### Course Evaluation Request Procedures

1. A student may ask for review of non-evaluated (TRNSF) or non-transferable (NO TRANSFER) courses.
  - For current students, step 1 will be completed by the student's Dean's Office or Department Representative.
  - For prospective students, step 1 will be completed by the Transfer Articulation Unit.
2. Student should provide a course syllabus and any other supporting documentation.
3. Form and supporting documentation should be sent to the appropriate departmental contact for evaluation.
4. After completing the evaluation (Step 2) Dean's Office representative signs evaluation form and submits to Transfer Articulation Unit ([transferevaluation@ksu.edu](mailto:transferevaluation@ksu.edu)) for processing. A result of the evaluation will be sent to the email\* listed for the requesting office.

Important: Please run a DARS report before completing this form to ensure duplicate credit is not awarded.

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## Step 1 – Course Request Information

To be completed by staff requesting evaluation

**Student Information** (leave blank if no student specified):

Name (Last, First): \_\_\_\_\_ WID: \_\_\_\_\_ Student Email: \_\_\_\_\_

**Staff/Dept Requesting Evaluation**

Name: \_\_\_\_\_ Email\*: \_\_\_\_\_ Request Date: \_\_\_\_\_

**Evaluating Department/College:** \_\_\_\_\_

(Please use department/college evaluator contact list)

**Course Information**

Transfer Institution (College, City, State, Country): \_\_\_\_\_

Course Number & Title: \_\_\_\_\_ Credit hours: \_\_\_\_\_ Semester/Year Taken: \_\_\_\_\_

Comment Box if Needed (for evaluation requesting staff)

**Step 2 – Evaluating Department – See Page 2**

**Default Equivalency Recommendation\* (for Transfer Articulation Unit use only)**

A recommended evaluation has been included below. This form should be returned within 10 business days of the request date. If there is no response after 10 business days, the default evaluation will be used.

K-State Course/Prefix: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

2nd Course (if applicable): \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Internal Use Only – greyed section is for Transfer Articulation Unit in Office of Recruitment and Admissions

**Step 2 – Evaluation**

To be completed by approved department representative. Select one.

**Use \*Default evaluation as articulated above. If blank, select one of the following options.**

**Direct Equivalent/Substitute:** This option indicates the course will be considered equivalent to or will substitute for a K-State course(s). (Eg. Intro to English=ENGL 100)

K-State Course Prefix: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

2nd Course (if applicable): \_\_\_\_\_ Credit Hours: \_\_\_\_\_

**Department Elective Credit** – There is not a K-State direct equivalent course but the course will count as departmental elective credit. (Eg. 200 level English elective=ENGL-2\*\*)

Prefix: \_\_\_\_\_ Level: \_\_\_\_\_

**Transferable Elective Credit** – There is not a K-State direct equivalent or elective course, but the course will count as transferable elective credit. (Eg. 100 level transferable elective=ELECT-1\*\*)

Prefix: ELECT Level: \_\_\_\_\_

**K-State 8 Tag(s)**

Note: Courses evaluated as direct equivalents will automatically be assigned the corresponding K-State 8 tag if applicable. Only use this form for K-State 8 tags if evaluation result is a department elective credit or general elective credit and should fulfill a K-State 8 tag – [K-State 8 Area Descriptions](#) | [K-State 8 Tagging Guidelines](#)

Aesthetic Interpretation

Global Issues & Perspectives

Natural & Physical Sciences

Empirical & Quantitative Reasoning

Historical Perspectives

Social Sciences

Ethical Reasoning & Responsibility

Human Diversity within the U.S.

Comment Box if needed

**Approved Department/Dean’s Office Representative**

Evaluator Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

2<sup>nd</sup> Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

(if required by academic dept/college)

Completed form should be sent to Office of Recruitment & Admissions - [transferevaluation@ksu.edu](mailto:transferevaluation@ksu.edu)

For additional courses use a separate form.

## Resources

- **K-State Evaluation Standards and Guidelines:** (website in progress - link)
  - **K-State Transfer Credit Policy:** <https://www.k-state.edu/admissions/undergrad/manhattan/apply/transfer/transfer-credit-policy.html> (approved by KSU Committee on Academic Policy and Procedures, 6/9/15)
  - **K-State Transfer Equivalency and Pathways:** [See how courses transfer to Kansas State University \(k-state.edu\)](#)
  - **Kansas Board of Regents Systemwide Transfer Portal:** [SWT \(kansasregents.org\)](http://www.kansasregents.org)
  - **AACRAO: A Guide To Best Practices:** [guide-to-best-practices.pdf \(aacrao.org\)](#)  
*“Best Practice: Recommend using 70% matching of content to determine equivalency, unless otherwise needed for specific accreditation, discipline content, or other written requirement.”*
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