Transfer Credit Evaluation Request Form

OSU Student ID #

__________  ___________  ___________  ___________  ___________

Last Name  First Name  Middle Initial

Current College of Enrollment  OSU email

Pre-evaluation?  Y  N

First Term at OSU?  Y  N

- This request form must be completed for courses taken at an institution other than OSU. Please review all the information carefully before submitting.
- This form is also used for current students who plan to complete a course(s) at another institution. This request is referred to as a “Pre-evaluation” of transfer credit.
- This form and all materials are due to Schoenbaum Hall, room 120 by the second Friday of the semester. Materials received after this deadline will NOT be review until the next semester.
- This department only evaluates Business and Accounting courses. All other courses, including Computer Science & Engineering and Economics, must be taken to their respective departments for evaluation.
- Please attach one copy of your Transfer Credit Report, found at http://registrar.osu.edu/Transfer_Credit/index.asp to the form. You may list up to four courses per form.

Please indicate where you have completed (will complete) coursework:

___ Domestic School in Ohio  ___ Domestic School out of Ohio  ___ International School

Course #1:

Name of Institution __________________________  Title of course taken __________________________

Term and year course was taken __________________________  Proposed equivalent __________________________

Course #2:

Name of Institution __________________________  Title of course taken __________________________

Term and year course was taken __________________________  Proposed equivalent __________________________

Course #3:

Name of Institution __________________________  Title of course taken __________________________

Term and year course was taken __________________________  Proposed equivalent __________________________

Course #4:

Name of Institution __________________________  Title of course taken __________________________

Term and year course was taken __________________________  Proposed equivalent __________________________

I have reviewed and understand the policies, deadlines and information on this document  _____ (initial)

I have attached my Transfer Credit Report  _____ (initial)

I have attached course materials which include a list of topics covered (syllabus)  _____ (initial)

- A detailed topic list is typically found in the course syllabus or the textbook table of contents. A transfer credit evaluation CANNOT be completed without a list of topics covered in the course.

Certification of Truth Statement: By my signature I affirm that the information I provided for transfer credit evaluation, and any other information that I have submitted in connection with the credit evaluation process, is complete and accurate. I understand that submission of incomplete, inaccurate, or counterfeit materials is cause for severe academic ramifications which may include referral to the Committee on Academic Misconduct.

Student Signature ___________________________________________  Date ___________________________
Submission Guidelines:
You must have a **COMPLETED** evaluation request form for up to four courses you wish to have evaluated. Incomplete forms **WILL NOT** be processed. This includes listing the proposed course (s) for which you are seeking credit. The Course Bulletin is available on-line on the Registrar’s homepage at, registrar.osu.edu by clicking on “Course & Class Information”. Please look at the course offerings to see if the course is similar in content to a course offered here.

You must submit a copy of your Transfer Credit Report which you can obtain at, http://registrar.osu.edu/transfer_credit/index.asp by clicking on “Run Transfer Credit Report” and signing in with your name, # and password. Please keep a copy of all submitted documents for your records. The materials submitted will become the property of Fisher and **WILL NOT** be returned.

If your syllabus is general in content, you may need to supply additional information such as a course outline, assignment list, or the table of contents from the textbook used, if chapters covered are listed. **We cannot evaluate a course with only a course description.**

Policies:
The major program curriculum consists of business core courses and courses from the selected specialization. There **are** restrictions limiting how much credit can be applied to both the core and specialization. In addition, while Fisher is a strong proponent of international study experiences, we will **only** evaluate business courses completed at our undergraduate exchange program partner institutions.

- A **maximum of 3 semester hours** of transfer credit may be accepted toward a student’s specialization.
- A **maximum of 10 semester hours** of transfer credit may be accepted toward the required business core coursework. **NOTE:** All courses that are part of the State of Ohio’s Transfer Assurance Guide (TAG) will be accepted.
- Transfer credit for core AND specialization coursework **will only be considered** if it was completed at a **domestic AACSB accredited institution** OR international institutions that are **undergraduate exchange program partners** with the Fisher College of Business.
- Business courses completed at international institutions that are **not** Fisher undergraduate exchange partners will be considered for elective credit **only**, not for required courses in the core or the specialization.

Results for your evaluations are e-mailed to your OSU e-mail account only. It can take anywhere from 4-8 weeks **after the deadline for submission** for a course to be evaluated and the results reported to you. Results may **NOT** be back before enrollment appointments open. Please plan accordingly.

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**OFFICE USE ONLY:**
Advisor initials receiving documents __________ Date ____________________ AACSB? Y N

Complete Materials? Y N

Approved ______ Denied ______ Forwarded to faculty ________________ TC Coordinator Reviewed ________________

Comments: ____________________________________________________________________________________________