

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

****Please run a DARS report before completing this form to ensure duplicate credit is not awarded. This validation form is *not* used for Education Abroad Courses.****

STUDENT: _____ WID: _____ Program/Plan: _____ DATE: _____
 First **Last**

TO: _____ Department of _____
 Department Head (Use one form for each department's review)

Transferring Institution: _____
 College City State or Country

COURSES FROM INSTITUTION ABOVE

K-STATE EQUIVALENCY (To be completed by evaluating department)

Semester/ Year	Course Number	Course Title	Hours	Recommendation (Check from list below)	Universal Rule	Course Number	Course Title or Dept. Prefix if Elective Credit	Semester Hours
				EQ DE EL NT	Yes No			
				EQ DE EL NT	Yes No			
				EQ DE EL NT	Yes No			
				EQ DE EL NT	Yes No			
				EQ DE EL NT	Yes No			
				EQ DE EL NT	Yes No			

EQ = Direct Equivalent or Substitute Credit. Can be used in place of existing K-State course. (Ex. ENGL 123)

DE = Departmental Elective. Is not directly equivalent to a K-State course but can count as a departmental elective. (Ex. ENGL-1**)

EL = General Elective Credit. Is not a departmental elective but is a college level course and can count towards general university elective credit. (Ex. TRANS-1**)

NT = No Transfer. This course is not college level and is not recommended for any university credit. (Ex. NO TRANSFER)

Universal Rule = This evaluation is good for **ALL** students and can be updated in DARS and on the transfer evaluation website.

Approval Signatures

The Faculty and Head of Department need to sign this section of the form and forward to the student's college Dean's office for signature.

Student's Dean's Office: Return completed form to the Office of Admissions, 119 Anderson Hall.

FACULTY SIGNATURE: _____ PRINTED NAME: _____ DATE: _____

HEAD OF DEPT VALIDATING CREDIT SIGNATURE: _____ PRINTED NAME: _____ DATE: _____

STUDENT'S COLLEGE DEAN SIGNATURE: _____ PRINTED NAME: _____ DATE: _____

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.

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.