

# Neuroscience Transfer Credit Evaluation Form

This form must accompany your materials listed below

_____ First Name	_____ Last Name	_____ OSU ID Number
_____ Name.#	(____)____-____ Telephone Number	_____ Major

Type of Evaluation Requested

- |   |  |
|---|--|
| <input type="checkbox"/> Transfer Credit                        | <input type="checkbox"/> Pre-approval (Domestic University)      |
| <input type="checkbox"/> Study Abroad (Include OIA Credit Form) | <input type="checkbox"/> Pre-approval (International University) |

In order to have your Neuroscience coursework evaluated, you will need to provide the following information:

**SUBMIT COPIES ONLY**  
**MATERIALS WILL NOT BE RETURNED**

\_\_\_\_ (Initial)

**Transfer credit report** from OSU

- Log onto: <http://buckeyelink.osu.edu/>
- Under the **Enrollment and Academic History** section
- Select the **“Transfer Credit Report”** link
- Select the **“Run Selected Program”** option
- Click the **“Submit New Audit”** button
- Click the **“Open Audit”** option
- Click the **“Open All Sections”** and print the page

\_\_\_\_ (Initial)

**Syllabus** of the course.

- Please note: course descriptions are **not** acceptable in place of syllabus.

\_\_\_\_ (Initial)

I have read the information on the back (2<sup>nd</sup> page) of this document.

\_\_\_\_ (Initial)

I have attached my Transfer Credit Report (**not** the one listed in “My Student Center”)

By signing below, I hereby declare that all information provided for this course evaluation is accurate and true. I understand that submission of inaccurate or counterfeit materials is cause for academic ramifications which may include referral to the Committee on Academic Misconduct.

Student Signature: \_\_\_\_\_

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

## Important Information

1. All courses must be successfully transferred into the University as either General (G000.xx) or Special credit (S000.xx), i.e., not remedial, technical, or deferred credit, before they can be evaluated by the Neuroscience Major Office. In order to have your college coursework transferred into the university, submit an official transcript to the address below or visit the Registrar's website:  
[http://registrar.osu.edu/transfer\\_credit/index.asp](http://registrar.osu.edu/transfer_credit/index.asp)

The Ohio State University  
Undergraduate Admissions and First Year Experience  
Enarson Hall  
154 West 12th Avenue  
Columbus, OH 43210-1390

2. The Ohio State University will evaluate and award credit for all successfully completed college course work at postsecondary institutions holding accreditation from any one of the six regional accrediting associations. It is the student's responsibility to ensure that the institution in which they are planning to attend is regionally accredited. If you have questions concerning the accreditation status of an institution please direct your questions to the University's Office of the Registrar by calling 614-292-0300
3. The pre-approval status of evaluated courses is tentative. Pre-approval of a course is based on the syllabus submitted. The actual syllabus for the class taken will need to be submitted when the course has been successfully transferred to The Ohio State University. Directions on how to submit the actual syllabus will be included in the pre-approval confirmation email.
4. Online courses are evaluated via the same criteria as any other course being transferred into the university. However, special attention is given to the security of the test administration. If you are planning to take online coursework, we strongly suggest that you acquire pre-approval for the course before enrolling.
5. Once you have collected the materials listed on the reverse side of this document, you can submit your materials in an envelope to our office (43 Psychology Building), fax them to 614-292-7466 (must include this form), or mail them to our address listed below. Allow 1 to 2 weeks after we have received your material for us to process and evaluate the coursework.

Neuroscience Undergraduate Advising Office  
ATTN: Transfer Credit  
1835 Neil Avenue  
43 Psychology Building  
Columbus, OH 43210

6. Should you have any question concerning the transfer credit evaluation process, please call us at (614) 292-7379