

Preliminary Transcript Evaluation Request

Independent and Distance Learning Degree Services, Haning Hall 222
Ohio University, Athens, Ohio 45701

NAME _____ OTHER/MAIDEN NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____ SS# _____

Colleges/Universities Attended:

Office use Only	
Date Rcvd _____	Eval _____
Date Rcvd _____	Eval _____
Date Rcvd _____	Eval _____
Date Rcvd _____	Eval _____

Will you be seeking credit for military experience? _____

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(Cut along line and send above portion)

The Office of Independent and Distance Learning Degree Services will provide a *preliminary* transcript evaluation for a \$50 *nonrefundable fee*. (This amount will be applied to the External Student Program application fee if you apply within one year of your evaluation.)

Purpose

The purpose of this service is to provide prospective students with an overview of the credit they can expect to *transfer* into Ohio University as an external student. Only credit that has been earned from regionally accredited colleges and universities, approved military training, or other courses recommended for college credit by the American Council on Education (ACE) will be evaluated.

This evaluation will *not* provide you with any information about experiential learning credit (credit for work and life experience).

Instructions

Transcripts that arrive in an envelope *sealed by the institution* are considered official. If you are seeking credit for military experience, you will need to request that official documentation be sent. You may send, in *one* envelope with your \$50.00 payment, clear copies of *all* certificates earned through corporate training to be evaluated for ACE credit. **Faxed information will not be accepted.** Payment may be made in the form of VISA, MasterCard, Discover, or check made payable to *Ohio University*.

Send this packet to:

Independent and Distance Learning Degree Services
Haning Hall 222
Ohio University
Athens, OH 45701

IMPORTANT NOTES:

The preliminary evaluation will be held in our office for two years, after which time it will be destroyed. If you have earned less than 20 semester hours or 30 quarter hours of college credit, a preliminary evaluation is probably not necessary. This number of hours will easily work into any degree as, at least, elective hours.

Most courses from regionally accredited colleges or universities with a grade of "C" or better will transfer to Ohio University. (Some examples of courses that do not transfer are developmental/remedial courses, college orientation courses, or courses taken as "pass/fail" or "credit/no credit.")

Ohio University uses a quarter-hour system, and converts semester hour credit to quarter hour credit using the following formula:

$$\mathbf{1 \text{ semester hour} = 1.5 \text{ quarter hours}}$$

Therefore, if you have earned 30 semester hours, you will receive 45 quarter hours in transfer.

If you have any questions, please contact Independent and Distance Learning Degree Services at 1-800-444-2910 (toll-free U.S.) Or 740-593-2910.

We will notify you when all materials have been received.

From the date we receive the last transcript, please allow 4 to 6 weeks for evaluation process.