



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.

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#### 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.

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#### 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.