

Procedure for Evaluation of Electrical & Computer Engineering **Undergraduate Transfer Credit**

For students seeking evaluation of transfer credit by the Department of Electrical and Computer Engineering, the following information is require for EACH COURSE being evaluated:

1. Course syllabus listing textbook and course content;
2. Textbook;
3. Copy of transcript from the university where the course was taken, showing the grade received for the course;
4. Copy of OSU credit evaluation form from the Admissions Office indicating how course(s) have been evaluated, e.g., ECE Gen, ECE Spl, or ECE Def

A cover letter should accompany these materials, indicating the current Electrical and Computer Engineering course(s) for which you are seeking transfer credit. Please also provide an email address (if available) and/or a phone number where you can be contacted in case of questions.

After assembling the required information for each course, bring your request to 205 Dreese Lab, 2015 Neil Ave., and ask the receptionist to put it in Prof. Kasten's mailbox. When your evaluation is completed, you will be notified by email or phone when and where to pick up your evaluation materials.

Evaluation of transfer credit is not done on a walk-in basis. Generally the evaluation will be completed within one to two weeks.

If you have questions, please contact Prof. D.G. Kasten, 207 Caldwell Lab, 2024 Neil Avenue [292.1901 (Fax: 292.7596) or via email at kasten@ece.osu.edu] or Ms. Susan Noble, the department undergraduate advisor, at 292.2843.