Credit Posting Guidelines for Outbound Reciprocal Exchange Students

*FSOR – final schedule of record = ‘Verification of Enrollment’ or ‘Notification of Schedule Change (Add/Drop)*

1. If student’s enrollment in **3090 credit hours exceeds** the number of total credit hours listed on the Host University transcript:
   - Past the 6 week deadline, no refunds will be given to the student for the extra 3090 credit hours, and a grade of ‘W’ will be assigned to the class that was listed on the ‘Final Schedule of Record’ (FSOR) but did not appear on the official transcript from the Host University (because student did not withdraw by the deadline date).

2. If there is an extra class on the Host University transcript that is not on the final schedule of record, and the student was enrolled in **fewer 3090 credit hours**:
   - The extra class (whether previously evaluated or not) WILL be posted on the OSU transcript.
   - Student WILL be charged for the additional credit hours at the time the class posts to the OSU transcript.

3. If student’s credit hours on the Host University transcript **match the 3090 enrollment**, but a class on the transcript was not listed on the FSOR:
   - The class will be evaluated upon receipt of the final transcript (if not previously evaluated), and it WILL be posted to the OSU transcript in place of the missing class.

**Guidelines for posting grades:**

1) All classes will posted to the OSU transcript with an equivalent US letter grade.
2) If a class is listed on a final schedule of record, but it is missing on the final transcript; the class gets posted to the OSU transcript with a grade of ‘W’ – withdrawn.
3) If a class is listed on a final transcript with no grade at all, the class gets posted to the OSU transcript with a grade of ‘W’ – withdrawn.
4) If a class is listed on a final transcript as ‘withdrawn’, the class gets posted to the OSU transcript with a grade of ‘W’ – withdrawn.
5) If a class is listed on a final transcript as ‘Resit – 0.0 credits’, the class gets posted to the OSU transcript with a grade of ‘N’ meaning “No Grade”. Once the student passes the resit exam and a new transcript is received, the grade will be changed to the appropriate letter grade. If not new transcript is received, the ‘N’ grade will be changed to ‘F’ – failing letter grade.
6) If a grade is listed on the final transcript as ‘not present for final exam’, the class gets posted to the OSU transcript with a grade of ‘F’.