

Department of Biology Requests for Evaluation of Transfer Credit

This form is to be used when the university has not equated a biology course taken at another university to a course offered at GSU. It is **important** that you provide all the required information and documentation: **your request will not be considered unless you do so.** You should allow two-three weeks for faculty to review the materials and complete the evaluation process. Please note: Should transfer credit be granted, you assume the responsibility that the course meets the prerequisite requirements for other courses taken at GSU.

Name: (please print)	
Signature:	Date:
SSN:	
Phone Number:	
Email Address:	

In order for your request to be acted upon you must provide **ALL** of the following information:

_____ A brief statement of your request. Identify specifically what course you wish to have evaluated from your previous school and also the specific GSU course for which you desire transfer credit.

_____ Include a current PACE/CAPP evaluation with the course in question circled.

_____ A transfer evaluation printout with the course in question circled. This can be obtained online or from the Academic Assistance, Room 724 General Classroom Building.

_____ A photocopy of the page of the college catalog, **including the name of the college**, describing the course you took.

_____ A copy of the syllabus for the course. This should include the text used and a sufficiently detailed list of the topics covered. Other institutions are very good about providing this, even for courses taken 10 years ago (often you can obtain them online). Please note: It is not necessary to obtain a syllabus from the same professor but it must be from an identical course number.

_____ Return this form and supporting materials to the Biology Department Office, Room 402 Kell Hall. If additional information/clarification is required, an attempt will be made to contact you.