

## Department of Biology Request for Evaluation of Transfer Credit

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Name: \_\_\_\_\_

Panther ID#: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

What College or University is the course being transferred from? (If multiple courses/schools, please indicate which course comes from which school.)

Please indicate what class you would like to receive credit for below, in order of relevance.

Name and Course Number of Course(s) to be transferred from **Previous School** (ie. BIO101 Gen. Biology):

Name and Course Number of **GSU** Course(s) to receive credit for:

For **each** class listed above, please attach the following information:

- **Course Description from the College Catalog** (can usually be found online). If there are multiple course descriptions on one page, please make sure the course in question is clearly marked.
- **Copy of the Course Syllabus** (This should include the text book used and a sufficiently detailed list of the topics covered. You can usually obtain this from the College for courses taken up to ten years ago.) \*\*Please note: It is not necessary to provide a syllabus from the same professor, but it must be from an identical course number.

\*If additional information is required, an attempt will be made to contact you.

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**Please sign below and return this form to Dr. Kavita Oommen  
Biology Department Main Office, Ste 495 Petit Science Center**

By signing below, I hereby certify that the information provided is accurate, to the best of my knowledge, and has not been altered in any way. I understand that submission of an incomplete form may result in dismissal of this request and the transfer credit will not be evaluated until a complete form has been resubmitted. Should transfer credit be granted, I assume full responsibility that the course(s) meets the prerequisite requirements for any courses taken at GSU.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please allow 2-3 weeks for faculty to review the materials and complete the evaluation process.**