



Department of Chemistry Request for Chemistry Course Evaluation

- Students who transfer in chemistry credit from private or out-of-state institutions **must** request course evaluations to determine equivalency to USF coursework.
- This request must be completed in full and accompanied by a detailed catalog description or course syllabus (preferred).
- A **course syllabus** is **required** to determine equivalency for upper-division courses (3000+)!
- Use a separate form for **EACH chemistry** course evaluation request.
- Pre-requisites for chemistry courses are enforced for all students, including non-degree-seeking and non-chemistry majors. This means that these students must follow the Department of Chemistry Course Evaluation guidelines in order to be permitted to take any chemistry coursework.
- **Students will be notified via email regarding the result of the course evaluation. This process may take several weeks to complete and your patience is appreciated. If equivalency is approved, permits may be requested here: <http://chemistry.usf.edu/undergrad/permits> Permits will NOT be issued until the evaluations are complete!**

**Submit form and complete documentation to CHE 205 Department of Chemistry
Main office OR by fax to 813-974-3203. Please print legibly!**

Name: _____ U# _____

Email: _____ Major: _____

Phone: _____
Prefix & Number (ex. CHE 101) _____ Course Title: _____

Credit Hours: _____ Transfer Institution: _____

Semester/Year Course Taken: _____ USF Chemistry Credit requested (prefix/number): _____

FOR CHEMISTRY DEPARTMENT USE ONLY!

Submitted by: _____ Date Submitted to faculty: _____

Comments to Faculty Member: _____

_____ Equivalency Approved _____ Equivalency Denied _____ Add to Database?

Evaluated by: _____ Date: _____

Comments: _____

