

Transfer Science Student Course Evaluation & Permit Info

If you have taken any math or science pre-requisite courses at private or out-of-state institutions, you will need to have those courses evaluated, to determine the USF equivalencies, by the academic department that offers the course and request the appropriate permit. OASIS currently checks for completion of pre-requisite requirements for all science courses. If you have met the pre-requisites for a course but receive a “pre-requisite test score error” message when registering, you will need to request a permit in order to register for the course.

Below you will find general information regarding each department’s course evaluation & permit process. For more specific information and instructions please visit the appropriate departmental website.

Chemistry

<http://chemistry.usf.edu/undergraduate> SCA 203, 813-974-3250 ChemAdvise@usf.edu

Course Evaluation Process: Please use the online request form located at: <http://chemistry.usf.edu/undergraduate/advising/permits/> . You will need to fill out a separate form for each Chemistry evaluation request. Along with each request, you must upload a PDF version of the syllabus for that chemistry course. Submission of an evaluation does not guarantee the course will be equivalent to those taught at USF.

Permit Process: If you have transfer credit that meets the chemistry course pre-requisite, submit an online permit request form at <http://chemistry.usf.edu/undergraduate/advising/permits/> including a PDF file with documentation of your FINAL grade in the pre-requisite course (i.e. an unofficial transcript). The Chemistry Department does NOT issue preliminary permits for courses that are currently in progress.

Biology

<http://biology.usf.edu/bioadvise/> SCA 203, 813.974.3250 BioAdvise@cas.usf.edu

Course Evaluation process: Locate a copy of the syllabus for your transfer biology course. If you do not have a copy, contact your previous school and request one.

Scan your syllabus into a .PDF file. Name the .PDF file the same as the name of the course. Click on the submission button below. A pop-up window will appear with a Submission Form. Complete the Submission Form. Attach the syllabus to the Submission Form. Click SEND on the Submission Form. You will receive an email confirming your submission. Wait for an email reply with the results of the evaluation.

For more detailed instructions and a link to the submission form, please see <http://biology.usf.edu/bioadvise/courses/instructions.aspx>

Permit Process: If you have transfer credit that meets the biology course pre-requisite, submit an online permit request and attach an unofficial transcript to your permit confirmation. The Biology Department does allow preliminary permits for courses that you are currently enrolled in. Online permit request form: <http://biology.usf.edu/bioadvise/forms/permit.aspx>

If you have not chosen Biology or Chemistry Department Majors, then you can still have pre-health advising services. See www.cas.usf.edu/health_professions; BEH 201, 813.974.6957

Physics

<http://physics.usf.edu/ug/advising/> SCA 203 813.974.3250 PhysicsAdvise@usf.edu

Course Evaluation Process: If you have taken any physics pre-requisite courses at private or out-of-state institutions, please see <http://physics.usf.edu/ug/advising/tce/> for the evaluation procedure.

Permit Process: If you have transfer credit that meets the physics course pre-requisite, submit an online permit request form at <http://physics.usf.edu/forms/permit.aspx>.

Math

<http://www.math.usf.edu/resources/advising/> SCA 203 813.974.3250 MathAdvise@usf.edu

Course Evaluation Process: If you have taken any math pre-requisite courses at private or out-of-state institutions, email a scanned copy of your math transfer course syllabi to MathAdvise@usf.edu. In the subject line write *Math Course Evaluation*. In the body of the email include all of the following information: Your name and U#; Name and State of (each) Out-of-State or Private School; a link to the online catalog/bulletin for each school; and a list of course names/numbers of the math course(s) that you wish to be evaluated for each school. For more detailed instructions, please see <http://www.math.usf.edu/resources/advising/>. Please include your advisor in this email (CC).

Permit Process: If you have transfer credit that meets the math course pre-requisite, submit an online permit request form: <http://math.usf.edu/forms/permit.aspx>. Documentation of your FINAL grade in the pre-requisite course must be provided to the Math Department. The Math Department does NOT issue preliminary permits for courses that are currently in progress.

College Placement Test (CPT) Process: If you do not meet the prerequisite for a math course and you wish to determine your appropriate math placement, you can take the College-Level Math CPT. You can sign up for the College-Level Math CPT at USF Testing Services, which is located in SVC 2060 (813.974.2741). There is a fee for this service. You will need to bring your CPT score to the math department to receive a permit to register for the appropriate math course. If you needed the CPT for CHM 2045, then you will need to bring your CPT score to the chemistry department to receive a permit to register for CHM 2045.

Core Lower-level Supporting Sciences

