Transfer Evaluation Request for English Undergraduate Courses

Please complete this form and submit both pages with accompanying documents to CPR-358. For questions about this form, please send an email to Englishadvise@usf.edu. Once processed, the student will receive an email with the decision.

Please include as many of the following documents as possible:

1. A copy of the course syllabus
2. The course catalog description
3. Copies of course essays, tests, and/or other writing assignments

Student Name: _________________________________________________________________

University ID Number: U_ _ _ _ _ _ _ _

USF Email: _____________________________________________________________________

Phone (with area code):___________________________________________________________

Major & concentration (i.e. English - Creative Writing): ________________________________

Institution, city, and state where course was taken: ____________________________________

Semester and year course was taken: _______________________________________________
Course number, title, and grade: ______________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Please state the reason for the request: _____________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
For Office Use Only:
___The course is equivalent to ____________________________________________________
___The course is not equivalent.

Comments: ______________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

____________________________________    ____________   _________________
Signature of English Department Representative       Date          Departmental Stamp