

# Biology Course Evaluation Instructions

USF BioAdvise - SCA 203 Ph: 813/974.3250 Fax: 813/974.2876 - [bioadvise@cas.usf.edu](mailto:bioadvise@cas.usf.edu), <http://biology.usf.edu>

## Course Equivalency:

At USF, the science departments strictly enforce their prerequisites. Therefore, course equivalency is necessary for students who have transfer science credit from an institution other than USF. In general, transfer credit from FL State Universities and FL State Community Colleges who follow the Common Course Coding will **NOT** need evaluation since the course prefix and number already indicate the correct equivalency. However, previous evaluations by institutions other than USF Biology will not supersede our evaluations for all non-Florida State Institution transfer credit. All biology transfer courses are evaluated by the faculty in the Integrative Biology Department (IB) and the Cell Biology, Microbiology, and Molecular Biology Department (CMMB). Students must initiate this process by submitting their request for an evaluation to the Biology Undergraduate Office (BioAdvise).

All students (regardless of major) with Biology prerequisite course credits more than 9 years old may be required to provide course equivalency and/or take a competency test in the prerequisite course. The student must receive a C- or better on the competency test to receive pre-requisite credit. The competency test is similar to a final exam administered for the course. The outcome of the test will neither help nor hurt a student's GPA; it is merely a means to assess the student's ability to succeed in further biology courses.

## Submitting your request

### **Step 1:** Locate a copy of the syllabus for your transfer biology course.

If you do not still have a copy, you can contact your previous school and request one.

**Note:** *Many international institutions do not have the equivalent of a course syllabus. International students without a course syllabus must attach the equivalent of a course syllabus, including: institutional requirements for credit/course, textbook utilized, list of topics covered, amount of time spent on each topic, and descriptions of the labs. Josef Silny evaluations will not suffice as a course syllabus substitution.*

### **Step 2:** Scan your syllabus into a PDF file.

Please scan all pages of the syllabus into one file. If you have more than one biology course for review, please scan each syllabus as a separate file. If you do not have access to a scanner, you can use the scanners available in the USF Library Learning Commons.

### **Step 3:** Name the PDF file the same as the name of the course.

For example, if you took BIO 101 General Biology I, please name the file "BIO 101 General Biology I".

### **Step 4:** Email your syllabus/syllabi to Bioadvise.

- Email to [bioadvise@cas.usf.edu](mailto:bioadvise@cas.usf.edu)
- Email Subject: Bio Course Eval
- In the Body of the email include all of the information below:
  - Your name
  - Your U#
  - Name and State of (each) Out-of-State or Private School
  - For each school, include a Link to the online catalog information
  - For each school, include a list of course names/numbers of the biology course(s) that you wish to be evaluated
  - Attach scanned copy of syllabus to be evaluated. If you have more than one syllabus, you may submit all syllabi in the same email.

### **Step 5:** Wait for an email reply with the results of the evaluation.

It is common for this process to take up to 2 weeks and sometimes longer. Please be patient. However, if you have not received a response after 4 weeks, please send a follow up email to [bioadvise@cas.usf.edu](mailto:bioadvise@cas.usf.edu). If your transfer course is approved, the college will receive a copy of the approval and will update your record to reflect the results. This can take up to 2 weeks (after evaluation complete) to show on your SASS report.