

Department of Chemistry
Request for Evaluation of Transfer Credit

This form is to be used when the university has not equated a chemistry course taken at another university to a course offered at GSU. It is important that you provide all the required information and documentation listed on this form. **You must submit ALL necessary information requested & your form must be complete.** Please allow two-three weeks for faculty to review the materials and complete the evaluation process. Please note: Should transfer credit be granted, you assume the responsibility that the course meets the prerequisite requirements for other courses taken at GSU.

Name: (please print)
Signature: _____ Date: _____
Panther ID Number:
Phone Number:
Email Address:

In order for your request to be acted upon, you must provide **ALL** of the following information:

- A brief statement of your request. Identify specifically what course(s) you wish to have evaluated from your previous school and also the specific GSU course for which you desire transfer credit below. Should you need more than (2) courses evaluated then you will need to complete an additional form.

Name of previous school attended/ State	
Course name & number seeking credit for AND the Grade Earned	
Requested GSU Course for Credit	

Name of previous school attended	
Course name & number seeking credit for AND the Grade Earned	
Requested GSU Course for Credit	

You will need to submit one of the following below. Should additional documentation be required, you will be contacted. Please check the box to indicating which you have chosen to provide.

- A copy of the syllabus for the course that you are seeking credit for (preferred). It is not necessary to obtain a syllabus from the specific instructor that taught the course but the syllabus you submit must be from an identical course number from the same institution.
- Photocopy of the course description from the college catalog, Please be sure to **include the name of the college.** Please note that if you submit a page from the catalog, it must provide sufficient details regarding the topics covered in the course and the course numbers must be the same as the course shown on your transcript. **You will also need to supply the link to the course description should the description need verifying:**

Provide the course link here: _____

Please return this form and supporting materials to the Undergraduate Coordinator in the Department of Chemistry, located in the Petit Science Center, Room 380. You may also scan and email the completed form and supporting documents to chemugcoord@gsu.edu, or fax to 404-413-5505, Attn: Undergraduate Coordinator. If additional information/clarification is required, an attempt will be made to contact you.

Note: Please print neatly so that all information is legible. Information not easily understood will delay processing. Although, your credit can be approved departmentally within 3-7 days, complete processing can take up to 2-3 weeks for your credit to appear on your student academic evaluation. Should your credit be approved in the department, you will be cleared to register for the immediate term.