Biology Transfer Course Approval Process

Follow the steps listed below to have a course evaluated for BIOSC credit. Courses must be approved in advance unless taken prior to enrollment at the Univ. of Pittsburgh.

1) DETERMINE IF THE COURSE COMPARES TO PITT’S BIOSC COURSES
   • A minimum of one year of college level Introductory Biology (similar to BIOSC 0160) is the required pre-requisite for all “Upper Division” BIOSC courses (0060 pre-req. if lab).
     - To count as “Higher Level” BIOSC credit, transfer courses need the same pre-req. as the comparable Pitt BIOSC course (i.e. pre-req. for Immunology is BIOSC 0350).
   • The course must be for Biology related majors, not non-majors, health professions, etc.

   If conditions in #1 ARE NOT met, your transfer course is NOT equivalent to a BIOSC elective.

   If your course meets the conditions of #1, continue with the steps below.

2) PROVIDE THE BIOSC ADVISORS THE FOLLOWING:
   • Syllabus - to show transfer course topics & chapters covered, textbook, exam style, etc.
   • Course Description - of the transfer course, listing the course name & number, # of credits, and a brief description. Description must display documentation (logo, website, authentic school name) indicating it is from the school’s webpage or bulletin. Pasting the description text is not considered authentic.
   • Pre-requisites - for the course, including the title and a general description, from the school's bulletin or webpage. Please include website link to this information.
   • Contact info. - provide phone number, e-mail, so we can reach you.

3) THE BIOSC ADVISORS WILL NOTIFY STUDENT VIA EMAIL AFTER REVIEW

4) ANY COURSES TAKEN OFF CAMPUS, MUST BE:
   APPROVED IN ADVANCE by the Arts & Sciences DEAN’S OFFICE (140 Thackeray)
   a) From an accredited institution
   b) if completed >60 credits at Pitt: transfer courses not accepted from community colleges
   c) if completed >90 credits at Pitt: no transfer courses allowed (final 30 cr. taken at Pitt Main)
     • exceptions made for special circumstances if approved by an Assistant Dean

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TIPS

General
• Contact the transfer school dept. or instructor for a syllabus - some keep them on file or online.
• Search the internet for course description and course level in the curriculum (Jr./Sr., 2nd yr, etc.)
• Transfer evaluations can take time. Submit your transfer course evaluation well in advance to taking the course.
• Any exams, notes, lab manuals or textbooks you include are helpful if course is completed.
• Compare to Pitt’s courses by checking Course Web page (http://www.courses.as.pitt.edu/)
• List the full name of the transfer school and course title when submitting evaluation.

How to Find
Course Description
• Review the transfer school’s Bulletin, Undergraduate Catalog, Department home page, or Registrar’s Office
• The department may be listed as Biology, Biological Sciences, etc., but make sure to look under the ‘Undergraduate’ section.
• Google search ‘course descriptions’ listing the course code and number

Syllabi
• Check the transfer school’s department website for course syllabi
• Contact the dept. offering the course or the instructor by searching the dept.’s ‘People’ or Directory pages
• Google search using the University name and course code and number

Curriculum & Course Level
Search the department’s undergraduate website for major requirements, curriculum, program,

Study Abroad Considerations Before Submitting Transfer Evaluation
• Make sure you’ve completed the pre-requisites to enroll in the study abroad school’s courses.
• Identify the courses you can and want to take before submitting for evaluation. We prefer not to spend time evaluating courses you later decide not to enroll in.
• Translate any syllabi listed in other languages to English before submitting for evaluation.