

# 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

## 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., 2<sup>nd</sup> 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.