

# TRANSFER COURSE EVALUATION

1. Gather evaluation materials. **Must include complete course syllabus (as well as lab syllabus if applicable)** detailing textbook used, chapters & subjects covered, total credits, course description & goals, prerequisites, & any additional lab information. Biochemistry evaluations also require examples of graded coursework (exams/problem sets).
2. Fill out sections A, B, and C below.
3. Submit the evaluation form and course materials to: CBS Student Services, 3-104 Molecular & Cellular Biology, 420 Washington Ave SE, Minneapolis MN 55455.
4. CBS Student Services will contact you via U of M email with the evaluation results. Evaluations typically take 2-4 weeks.

## SECTION A: Student Information

date	last name	first name	ID number
email address		phone number	
current U of M college	major	course or credit desired	

## SECTION B: Course Information

Only list two courses on this form if required as a pair for evaluation. For example, General Biology I & II transfer courses being evaluated for BIOL 1009 credit.

1	course subject (ex: BIOC)	course number	course title	
	term completed	year completed	<input type="checkbox"/> Semester <input type="checkbox"/> Quarter	grade received
2	course subject (ex: BIOC)	course number	course title	
	term completed	year completed	<input type="checkbox"/> Semester <input type="checkbox"/> Quarter	grade received

## SECTION C: Transfer Institution Information

institution where course was completed	city	state	country
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## SECTION D: Evaluation Results (completed by designated faculty)

<input type="checkbox"/> Course is accepted as <b>equivalent to U of M course:</b> _____ Expiration term: _____ (Default is 5 years unless otherwise specified)						
<input type="checkbox"/> Course is accepted <b>in lieu of U of M course:</b> _____						
<input type="checkbox"/> Course has <b>no equivalent</b> at the U of M						
<u>COMMENTS:</u>						
evaluator signature			date		Return to CBS Student Services in 3-104 MCB when evaluation is complete.	
OFFICE USE ONLY	route to					
	materials requested	APAS	student notification	copy in file	database entry	date complete