

DEPARTMENT OF ECONOMICS

TRANSFER COURSE EVALUATION

The following describes university and department policies related to courses taken at other institutions. Please note typically, courses are evaluated in the following manner 1: A USF Admissions level, 2. College level once the student declares their Major, 3. Department level with the respective Advisor if student believes additional requirements can be met with completed courses. The combined review process can take at least the duration of the students first semester. Below, you find the process for evaluations at the Department level, specifically for Economics course work the student knows will need to be evaluated regardless of Step 1 & Step 2 within the above mentioned evaluation process.

Course Equivalency

At USF, course equivalency is necessary for students who have to transfer economics credit from an institution other than USF. In general, transfer credit from Florida State Universities and Florida 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 Economics Department will not supersede our evaluations for all non-Florida State Institution transfer credit. All economics transfer courses are evaluated by professional faculty. Students must initiate this process by submitting their request for an evaluation to the [Economics Department](#).

All students (regardless of major) with Economics prerequisite course credits may need to have the courses evaluated to ensure equivalency.

Submitting Your Request

Step 1: Locate a copy of the syllabus or course catalog information for your transfer mathematics 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 translated in*

English, including: institutional requirements for credit/course, textbook utilized, list of topics covered, amount of time spent on each topic, etc.

Step 2: Scan your syllabus into a PDF file or attach it.

Please scan all pages of the syllabus into one file. If you have more than one economics course for review, please scan each syllabus as a separate file.

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

For example, if you took ECO 2013 Macroeconomics, please name the file "ECO 2013 Macroeconomics".

Step 4: E-mail your syllabus/syllabi the [Economics Department](#).

- E-mail Subject: *Economics Course Evaluation*
- In the body of the e-mail include all of the following information:
 - 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 economics course(s) that you wish to have evaluated
 - Attach a 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 e-mail 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 e-mail to the [Economics Department](#). 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 the evaluation has been completed) to show on your Degree Works Audit.

You can also find links to the [English](#), [Math](#), [Chemistry](#), and [Physics](#) departments' course evaluation instructions here as well.

