



## Transfer Evaluation Request for English Undergraduate Courses

Please complete this form and submit both pages with accompanying documents to CPR-358. For questions about this form, please send an email to [Englishadvise@usf.edu](mailto:Englishadvise@usf.edu). Once processed, the student will receive an email with the decision.

Please include as many of the following documents as possible:

1. A copy of the course syllabus
2. The course catalog description
3. Copies of course essays, tests, and/or other writing assignments

Student Name: \_\_\_\_\_

University ID Number: U\_ \_ \_ \_ \_

USF Email: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_

Major (i.e. English Creative Writing): \_\_\_\_\_

Institution, city, and state where course was taken: \_\_\_\_\_

Semester and year course was taken: \_\_\_\_\_

Course number, title, and grade: \_\_\_\_\_

\_\_\_\_\_

Please state the reason for the request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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For Office Use Only:

The course is equivalent to \_\_\_\_\_

The course is not equivalent.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of English Department Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Departmental Stamp