TRANSFER CREDIT REQUEST CHECKLIST

This cover sheet must be completed and submitted with all transfer credit requests before they will be reviewed.

CRITERIA FOR TRANSFER COURSE:
In order for a class to be considered for transfer credit, it MUST meet the following criteria:

1. The department must be ACS certified *
   ACS List of Approved Schools: https://webapplications.acs.org/Applications/CPTASL/app_list_search.cfm
   (Credit will not be accepted from any local university if the course is being taught by the Chemistry Department at Tulane during the summer session.)
2. The course must last a minimum of five weeks.
3. The course must be comparable in content to the Tulane course.
4. The course must be offered on the semester system.

REQUIRED MATERIALS FOR SUBMISSION:
The following materials must be provided when requesting approval. Check the box of each material attached:

1. Transfer Credit Form from the Academic Advising Center - Completed and signed by your Academic Advisor
2. Course description from the course catalog
3. Current summer school syllabus - Must show that the course lasts a minimum of five weeks at host institution.
4. List of experiments done in the labs

Only when the student has ALL the above materials, can he or she leave the information with the Chemistry Department Office, Room 2015, Percival Stern Building.