



Transfer Credit Department Review Request

Revised: August 26, 2019

In order to have a department review of these biology courses, an individual must have already applied and been accepted to Black Hawk College. Certain courses that are intensive in biology subject matter require review by the Natural Sciences and Engineering Department prior to awarding specific course credit at Black Hawk College. Courses that require department review include BIOL 145, BIOL 146, and BIOL 261. Students must be prepared to submit the course syllabus for each course reviewed. Transfer credit that is approved as equivalent will be posted to the student's transcript as the specific Black Hawk College course indicated below, once an *official* college transcript is received showing a grade of "C" or higher in the approved course. Transfer credit that is not approved as equivalent will be posted on the student's transcript as a general elective course. For Selective Admissions programs, please check with the program director for information regarding potential course substitutions to degree requirements.

Instructions

Please fill out one form per transfer course request. Fill out the information below, and include any relevant attachments, to request biology faculty review of prior coursework, for course credit at Black Hawk College. Completed form must be turned in by the student to the following email address: sciencetransfer@bhc.edu. Please allow two weeks for the review and communication of result via email to student's myBlackHawk email account.

Student Information

First Name _____ Last Name _____
Student ID _____ Email address _____@mymail.bhc.edu

Prior Coursework for Review

Name of prior institution _____
Course prefix and number _____ Course Title _____

Which Black Hawk College course equivalency is being requested? (Place an X in the appropriate box.)

- ☐ BIOL 145, Anatomy – Physiology I, 4 semester credits
☐ BIOL 146, Anatomy – Physiology II, 4 semester credits
☐ BIOL 261, Microbiology, 4 semester credits

Attach Syllabus

Student shall obtain a detailed syllabus from the instructor or institution (this may be an electronic copy, an active link, or a paper copy), and include it at the same time this form is turned in. The syllabus must include the following:

Instructor's Name	Days and times of lectures and labs
Term class was offered	Textbook used
A weekly schedule of lecture topics covered	Number and duration of exams
A weekly schedule of laboratory exercises	Course learning objectives

Student Signature _____ Date _____

I consent that Black Hawk College may review this transfer credit request and any information attached with it. I understand the decision of the Natural Sciences and Engineering Department is final.

For Black Hawk College use only.

☐ Approved

☐ Denied

If denied, please indicate reason.

Printed name of department reviewer _____ Date _____

Signature of reviewer _____