

## Course Equivalency Review Guidelines for non-UC Berkeley Chemistry Courses

The College of Chemistry's Undergraduate Student Services (CoCUSS) unit provides course equivalency reviews of non-UC Berkeley chemistry courses. Course information is reviewed by relevant Chemistry faculty, who may be unavailable during certain periods. Please allow 2-3 weeks (or longer in some cases) for evaluation results.

Email your course evaluation request to Maritsi Perez (maritsip@berkeley.edu), Intake Adviser, College of Chemistry Undergraduate Student Services. Put "Chem Course Equivalency Request" in the subject line.

Your evaluation request **MUST** include ALL of the following information. If it doesn't, we will not review the course.

- 1) Your name (last, first), Student ID, email address, college & major/intended major
- 2) UC Berkeley course(s) you are requesting equivalency to (e.g. Chem 1A + 1AL)
- 3) Institution & quarter or semester you took or will take the class (indicate qtr or sem)
- 4) Course # (e.g. Chem 130) and Name (e.g. General Chemistry 1)
- 5) Does this course include a lab component, or is the lab a separate class? If the lab is separate, include a full syllabus (see below for info required on syllabi)
- 6) Textbook(s) recommended or required for the course (title, author, year published)
- 7) Course syllabus, which **MUST** be **ONE document (no links)**:
  - Complete course description
  - Week-by-week outline of topics (lectures, labs, etc.)If the syllabus does not contain a weekly list of topics, please compile one from your notes or the textbook, or contact the course instructor.