

Late Transfers from Chemistry 109 to 103 Policies for Fall 2019

The Department of Chemistry offers a few different options for students needing to take general chemistry. Many students satisfy their general chemistry requirements with the two-semester sequence CHEM 103/104. Students with a strong background in math and chemistry have the option to take the more advanced one-semester equivalent, CHEM 109 or 109 Honors. Taking CHEM 109 allows students to satisfy their general chemistry requirements sooner and progress more quickly to other courses in their major. However, CHEM 109 is very fast-paced and requires significant independence, time-management skills, creative problem-solving, and the ability to seek clarification when confused. To learn more about the differences between CHEM 103/104 and CHEM 109, please see <https://www.chem.wisc.edu/content/intro-placement>.

Ideally, students will decide which chemistry course fits best with their background and goals no later than the semester add deadline, which is the Friday of the second week of classes. However, the Chemistry Department has a policy of allowing students who struggle in CHEM 109 to make a late transfer to CHEM 103 after the normal add deadline.

Swapping chemistry classes before the add deadline (Friday, September 13, 2019)

Prior to the add deadline, students are free to swap among any of the introductory chemistry courses (CHEM 103/104/109/109H) for which they meet the requisites. No special permissions are required. If the section the student needs or wants is full, students are encouraged to get on the wait list. They may also stop by the Undergraduate Chemistry Office (Room 1328 Chemistry) for assistance in identifying sections with the shortest wait lists.

Swapping from CHEM 109 or 109H to CHEM 103 after the add deadline (Sept. 14 to Sept. 27)

Only swaps from CHEM 109 or 109H to CHEM 103 are permitted after the Sept. 13 deadline. Late transfers from CHEM 109 Honors (Lecture 3) to the non-honors sections of CHEM 109 (Lectures 1 or 2) are not permitted. The order of topics is different between the honors and non-honors sections and students will have missed too much material for a successful transition. Similarly, late transfers from CHEM 109 to CHEM 104 are not permitted.

Enrollment Assistance

Late transfers from CHEM 109 to CHEM 103 require special permission and are contingent on space being available in CHEM 103. Students will need to come to the Undergraduate Chemistry Office (Room 1328 Chemistry) to request a swap. Enrollment assistance will be available Monday through Friday, from approximately 8:15 to 4:15 pm with a break sometime over the lunch hour.

Some CHEM 103 sections will be full. While we will do our best to accommodate as many students as possible, we cannot guarantee that a student will be able to find an open seat in a section that works with their schedule.

When to make the swap

Students are strongly encouraged to decide which chemistry course is the best fit for them as early as possible. The later the transition is made, the more difficult it is for students to learn the missed material and assimilate into their new class.

The deadline for late transfers is 4 pm on Friday, September 27, a few days after the first CHEM 109 mid-term exam. Students should know their grade on their first CHEM 109 exam by this time.

Missed work from CHEM 103

Students will need to contact their new TA and professor regarding work they have missed in CHEM 103. Students transferring late into CHEM 103 are expected to take the first CHEM 103 mid-term exam along with the rest of the CHEM 103 students. Students will not be penalized for missing work that was due before they joined the class. They will either be given an opportunity to make up the work, or they will be excused from the missed work, depending on their new instructor's policies. Students are responsible for learning the material that was covered before they joined the class. They can expect to see this material on the first exam and/or on the final exam. For the most part, the material covered in the first few weeks of CHEM 103 is the same material that CHEM 109 students are expected to know at the start of the semester.

Textbook, Lab Manual, and other CHEM 103 materials

The textbook and online homework system is the same for CHEM 103 and non-honors CHEM 109. However, CHEM 103 uses a different student response system (TopHat). Students transferring from CHEM 109 Honors will need to purchase access to the online homework and textbook, as well as TopHat. All students will need to exchange their lab manual. Beginning on Sept. 16, students who do a late swap from CHEM 109 to CHEM 103 may exchange their Lab Manual at no charge at the first-floor stockroom window (Room 1334). Students may use the same lab notebook they had for CHEM 109.

Removal of DR (drop) notation on transcript

For fall 2019, the deadline for dropping a class without a DR notation appearing on the student's transcript is Wednesday, September 11. If a student swaps from CHEM 109 to 103 after this deadline, the Department of Chemistry will petition the dean of the student's college to have the DR notation removed. If the dean approves, CHEM 109 will not appear on the transcript under the fall 2019 semester. Instead, the CHEM 109 drop is backdated and a note might be placed in the memoranda section of the transcript. The memoranda section appears on the unofficial transcript but not on the official transcript. This administrative process is not usually completed until the following spring semester. Please note that having just one or two DR notations on a transcript does not adversely affect a student. A pattern of DR notations late in the semester or over multiple semesters could be more problematic.

Key Dates

Wed, Sept 11	Last day to drop without DR notation on transcript
Fri, Sept 13	Last day to add a course without departmental approval
Fri, Sept 20	CHEM 109 Honors (Lecture 3) first mid-term exam
Mon, Sept 23	CHEM 109, Lectures 1 and 2, first mid-term exam
Fri, Sept 27, 4:00 pm	Last day to transfer from CHEM 109 to CHEM 103
Tues, Oct 1	CHEM 103, TR Lectures (Lectures 4 and 6), first mid-term exam
Wed, Oct 2	CHEM 103, MWF Lectures (Lectures 1, 2, 3, & 5), first mid-term exam