

College of Engineering Transfer Equivalency Form

This form should only be completed for major-related coursework taken in the Colleges of Engineering and Science.
This form SHOULD NOT be used to obtain general education credit.

INSTRUCTIONS

Before you submit this form **READ** and **INITIAL** after the following instructions to ensure a smooth transfer equivalency process:

Step 1: Verify that course(s) taken are **NOT** on www.assist.org. If your courses are **NOT** there, then you may complete this form.*

Student Initials: _____

Step 2: USE A SEPARATE FORM FOR COURSES IN DIFFERENT DEPARTMENTS. For instance, use a form for all Math courses and a separate form for all Physics courses, etc. For courses in Civil Engineering, please put each course on a separate sheet.

Student Initials: _____

Step 3: Attach your unofficial transcript and verify that the course(s) in question are shown (highlight each course). Make sure your full name and the institutions name appears on your unofficial transcript.

Student Initials: _____

Step 4: Print the course description from the institution's catalog FOR THE YEAR THAT YOU TOOK THE COURSE. If available, include the course syllabus. **Submit all documents to the Engineering Student Success Center (E344).**

Student Initials: _____

NOTES

- 1) To check a course in assist.org: *
 - a. Select the school you are looking to transfer the course from in the initial drop-down list.
 - b. Select "To: San Jose State University" from the "Agreements with Other Campuses" drop-down.
 - c. Select "By Department at: San Jose State University" and select the department that offers the SJSU course you are hoping to get equivalency form. Ensure that the SJSU course does not have equivalency with any other course at the transfer institution.
 - d. Select "By Department at: [insert transfer institution here]" and select the department that offered the course at your transfer institution. Ensure that the transfer institution course does not have equivalency with any SJSU course.
- 2) If a course does have equivalency but IS NOT with the course that you are hoping to receive credit for, you are looking for a substitution rather than transfer equivalency. This is not the appropriate form for you to use. Discuss the substitution with your major department.
- 3) This form will be your proof of completion of the requested course for major and pre-requisite purposes. This course WILL NOT appear as articulated in your SJSU record.

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PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name: _____ Student ID: _____ Major: _____

Email: _____ Phone: _____

SJSU Course	Transfer Course Information (To Be Completed by the Student)						Department Evaluation	
Course Name/#	Institution	Course #	Course Title	SEM. Units	QTR. Units	Term/Yr Taken	Equiv./Not Equiv.	Semester Unit Credit

For Department Evaluator:

- Check here if this sheet contains an approval for a community college that is receiving upper-division credit. Place an asterisk(s) next to the affected classes. *In these cases, as student will receive content only credit.*
- Check here if there is a course on this sheet that is not equivalent, but the evaluator would recommend that the major department approve a course substitution in this student's case. Place an asterisk next to the affected classes.

Additional notes for student:

Instructions for Evaluating Department

Evaluator 1's Name: _____ Evaluator's Signature: _____ Dept. _____ Date: _____

Evaluator 2's Name*: _____ Evaluator's Signature: _____ Dept. _____ Date: _____

* if applicable

- 1) The above named student has requested that the transfer course(s) listed above be evaluated for SJSU equivalency. Please review the course description and/or course syllabus then indicate: (1) whether course demonstrates **Substantial Equivalency** (or not) and (2) **Appropriate Unit Equivalency**.
- 2) If this equivalency would not be granted for every student taking the same course at the same institution, a **substitution** should be granted.