

TRANSFER COURSE EQUIVALENCY FORM

This form is for all undergraduate students seeking to satisfy degree requirements by using transfer course credits granted at admission as a substitute for chemistry courses taught at San Jose State University. This process may take several weeks. Plan ahead to allow sufficient time for advisor to evaluate the course(s).

INSTRUCTIONS: Complete and submit this form along with the following documents for each transfer course or course sequence. **Incomplete requests will NOT be accepted.** Typed is preferred to prevent possible delay with evaluation.

1. Copy of **Course Description** for each transfer course from the previous institution's college catalog.
2. **Greensheet/Syllabus** for each transfer course from the previous institution (contact the department of your previous institution).
3. **Unofficial Transcript** from previous institution which shows the course(s) and grade(s). Highlight the course(s) and grade(s) to be reviewed.
4. **Additional Course Materials** that may assist the evaluator to determine equivalency (e.g., midterm exams, final exam, major paper, lab report, lab schedule, etc.).
5. If it has already posted in MySJSU, print out the **Transfer Credit Report** (log into MySJSU>click My Academics to the left of your schedule>View my transfer credit report). Highlight the course(s) to be reviewed. Unit credit of courses completed at an accredited institution will typically be posted a semester after official transcripts are submitted to the Office of the Registrar. College of Science (CoS) Majors must provide Transfer Credit Report to College of Science Advising Center (CoSAC) at the start of second term/semester.

Approved Equivalency Forms are to be delivered by CoS Major student to CoSAC in DH 212 to add to electronic file.

Student's Information			
Last Name:	First Name, Middle Initial:	SJSU ID:	
Contact Number:	Email:		
Mailing Address:	Declared Degree and Major:		
	Minor or Declared Second Major:		
This request is for my: <input type="checkbox"/> Major <input type="checkbox"/> Second Major <input type="checkbox"/> Minor <input type="checkbox"/> General Education			

The student above has requested for the following transfer course(s) be substituted for the indicated SJSU course(s) in his/her program. Please compare the prerequisites, lecture/laboratory hours, topics, level (major vs. non-major, lower division vs. upper division, etc.), and course grading in order to certify the Substantial Equivalency (or not) and Approximate Semester Unit Credit.

Course(s) to be Evaluated for Equivalency #1			
College/University:	Course Prefix & Number:	<div style="text-align: center;">Earned Units</div> <div style="display: flex; justify-content: space-around;"> Semester: Quarter: </div>	Semester & Year Taken:
Course Title:			
SJSU Course Number: CHEM		SJSU Course Title:	
To Be Completed by Evaluator			
<input type="checkbox"/> Equivalent <input type="checkbox"/> Not Equivalent	Semester Unit Credit:	Evaluator's Signature:	
To Be Completed by Department Chair if Equivalent			
Department Chair's Name:	Department Chair's Signature:		Date:

Course(s) to be Evaluated for Equivalency #2			
College/University:	Course Prefix & Number:	<div style="text-align: center;">Earned Units</div> <div style="display: flex; justify-content: space-around;"> Semester: Quarter: </div>	Semester & Year Taken:
Course Title:			
SJSU Course Number: CHEM		SJSU Course Title:	
To Be Completed by Evaluator			
<input type="checkbox"/> Equivalent <input type="checkbox"/> Not Equivalent	Semester Unit Credit:	Evaluator's Signature:	
To Be Completed by Department Chair if Equivalent			
Department Chair's Name:	Department Chair's Signature:		Date: