



REQUEST FOR GRADUATE PROGRAM TRANSFER UNIT EVALUATION*

Name: _____ Student ID: _____

Master's Program: _____

Phone: _____ Email: _____

I request that the following upper division and/or graduate level courses taken at the institutions indicated (not to exceed 6 semester units in a 30-unit program) be evaluated for transfer to San Francisco State University. These units have not been used to meet the requirements of any other degree program and were completed after earning the baccalaureate degree. If the courses are found to be acceptable, are approved by my graduate program advisor and Graduate Coordinator, and fall within the seven-year limit, I intend to include these courses on my Advancement to Candidacy (ATC) form. **I understand that any units evaluated as acceptable for transfer are still subject to approval at the time of application for graduation and that any quarter units will be converted to semester units.**

Institution	Course Department, Number and Title	Term & Year Taken	To Substitute For**

**If this is a core course attach a Waiver of Graduate Program Regulations Petition, plus a letter of support.

- Check One: Official transcripts that include these courses are attached.
 Official transcripts that include these courses are already on file at SFSU. **NOTE:** Please attach complete unofficial copies (front and back) of your transcripts to expedite processing.

Student: _____
(Type or print name) (Signature) (Date)

If the above courses are found to be acceptable to the University for transfer purposes, they would be proposed for use in meeting the requirements for the Master's degree offered by our department.

Advisor: _____
(Type or print name) (Signature) (Date)

Graduate Coordinator: _____
(Type or print name) (Signature) (Date)

SPACE BELOW NOT TO BE USED BY APPLICANT

Institution	Course Department, Number and Title	Semester Units/Grade	Class Level	Approved*	Denied

*Refer to University Bulletin for complete information regarding the conditions under which transfer credit may be allowed for advanced degrees.

REMARKS: _____

Evaluated by _____ Date _____