



## **Request for Graduate Program Transfer Unit Evaluation**

### **Instructions for Completing Request for Graduate Program Transfer Unit Evaluation**

Form must be typed.

Graduate courses taken at another university are not automatically transferable to a SF State program. At the discretion of your department faculty, with support of the Dean of Graduate Studies, a maximum of 6 semester units may be used in meeting the requirements of a 30 unit program, or proportionally more for a program requiring 45 or more units. Students requesting transfer of units should confer with the department chair or graduate coordinator and the Division of Graduate Studies during the admission process or immediately after notification of admission.

Departments/programs have the authority to determine which transfer courses will be accepted for admission and be used on the Advancement to Candidacy (ATC) form, (refer to Advancement to Candidacy in the SF State Bulletin for complete information).

Courses cannot be taken any earlier than seven years from the date you plan to graduate. Transfer courses become invalid after seven years of enrollment in the course. Units evaluated as acceptable for transfer are still subject to approval at the time of application for graduation. Any transfer coursework that has become outdated (exceeds seven year limit) at that time will not be accepted.

Quarter units will be converted to semester units (i.e. a three unit quarter course is equivalent to 2 semester units). It is the obligation of the student and their department to determine that the proposed transfer course(s) meet all the requirements to be used towards the completion of their graduate degree.

### **Form begins on Page 3**

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**PLEASE NOTE:** in order save your personal information on the following PDF forms, you will need to:

1. Install latest version of Adobe Acrobat Reader on your computer. Click here for Free Adobe Acrobat Reader <http://www.adobe.com/products/acrobat/readstep2.html>.
2. Save the PDF form to your computer desktop prior to entering your personal information.

## EVALUATION OF TRANSFER CREDIT FROM OTHER INSTITUTIONS

The “Request for Graduate Program Transfer Unit Evaluation” must be submitted, with appropriate signatures, to the Graduate Division, along with the Graduate Approved Program (GAP Advancement to Candidacy (ATC). Official Transcripts must be attached to the form or, if these are already on file with the University, unofficial copies (copied front and back) should be attached.

A course will be deemed eligible for transfer credit under the following conditions:

- The course content is such that it clearly meets the program's curricular requirements stipulated in the university *Bulletin*.
- The course was taken at a regionally accredited higher education institution.
- The course was completed after earning the baccalaureate degree.
- The student earned an acceptable grade (C or better) in the course.
- The course was either an upper division or a graduate course at the institution at which it was taken and must be acceptable to that institution's advanced degree program.
- The course was not used to meet any other degree requirement either at the institution where it was taken or at SFSU.
- The course was not taken any earlier than seven years from the date the student is planning to graduate.
- The sum of all credit-by-examination, extension, or transfer courses being proposed for inclusion on the GAP does not exceed six units in a 30-unit program (or twelve units in a 60-unit program).
- The GAP, with the transfer course(s) on it, has been approved by the student's graduate advisor.
- The GAP has been approved by the college graduate coordinator and by the Graduate Division.

It is the obligation of the student and of the student's advisor to determine that the proposed transfer courses will meet all of the conditions for eligibility. The Graduate Division will convert any quarter units to semester units at the time of evaluation.

**Units evaluated as acceptable for transfer are still subject to approval at the time of application for graduation. Any transfer coursework that has become outdated (exceeds the 7-year time limit) at that time will not be accepted.**

# REQUEST FOR GRADUATE PROGRAM TRANSFER UNIT EVALUATION\*

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ Master's Program: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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 adviser and Graduate Coordinator, and fall within the seven-year limit, I intend to include these courses on my Graduate Approved Program (GAP). **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

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)

**When the above is completed and approved, submit this form, along with your Graduate Approved Program (GAP)/Advancement to Candidacy (ATC) to GradStop, ADM 250.**

SPACE BELOW NOT TO BE USED BY APPLICANT

Institution	Course Department, Number and Title	Semester Units and 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 \_\_\_\_\_