



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 Any transfer coursework that has become outdated (exceeds seven year limit) at that time will not be accepted.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

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 first be approved by your graduate advisor and graduate coordinator. After obtaining their signatures, submit it to the Division of Graduate Studies (ADM 250), with official transcripts attached. If official transcripts are already on file with the University, you may attach unofficial copies (copied front and back).

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 an accredited higher education institution.
- The course was completed after earning the baccalaureate degree.
- The course was not used to meet any other degree requirement either at the institution where it was taken or at SFSU.
- You 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 taken any earlier than seven years from the date you are planning to graduate.

It is the obligation of the student, the student's advisor and the graduate coordinator, to verify that the proposed transfer courses will meet all of the conditions for eligibility.

If approved, the Graduate Studies office will forward the approved document to the Registrar. Graduate Studies will convert any quarter units to semester units at the time of evaluation.

If you submit the transfer evaluation request prior to submitting your Advancement To Candidacy (ATC) form, any approved transfer course(s) will be subject to evaluation as part of the plan of study when you submit the ATC. See the SFSU Bulletin for complete details of ATC requirements, but specifically note the following:

- The sum of all credit-by-examination, extension, or transfer courses on the ATC cannot exceed six units in a 30-unit program (or twelve units in a 60-unit program).
- The grade will be calculated into the GPA for your ATC, which cannot be lower than 3.0.
- If the course received a CR grade, it will be included in the allowable maximum of 30% CR/NC courses on the ATC.

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 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)

Attach transcripts and submit this form to GradStop, ADM 250.

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 _____