

| | | | | | |
|----------------------------|-------|-----|-------------|---------------|--------|
| Student Name (print name): | | | Last | First | Middle |
| Address: | | | | Student I.D.: | |
| City | State | Zip | Birth Date: | | |
| Email: | | | | Phone: | |
| Signature: | | | | Date: | |

Directions: _____ o obtain any other requested documentation required for this equivalency request. It is **highly recommended** that the student talk to a counselor about possible course equivalencies and grade requirements before submitting this equivalency form to the department chair. An **official unopened transcript from the other institution** is required for final processing by Admissions and Records.

Counselor/Advisor Name: _____

The purpose of this Equivalency Request (check all that apply):

CCSF Major Certificate CCSF GE or Graduation IGETC* CSU GE* Other _____

* California community college (CCC) courses: Please refer to the CCC's IGETC and CSU GE approvals on ASSIST.

| Course to be Evaluated Student Request/Counselor's Recommendation: | | | | CCSF Course | | | |
|---|--|--|--|-------------|--|--|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

College Policy:

Transfer of Coursework to City College (excerpt): Students may use coursework completed at other institutions to fulfill program, general education, and/or elective unit requirements for the Associate Degree or certificate programs at City College of San Francisco. Specifically, students may use lower and/or upper division transfer coursework to fulfill any or all of the following:
requirements for a certificate or major

it requirement for graduation (minimum of 60 semester units)

The unit requirement must be met with courses from CCSF or other regionally accredited (e.g., accredited by Western Association of Schools and Colleges) colleges or universities. Students are subject to the residence requirement for the Associate Degree, regardless of the number of units transferred into the college. Note that both the units and the actual grades received from the other college or university will be accepted by CCSF.

Note: The full Transfer of Coursework to City College policy is available in the CCSF college catalog, Academic Policies section.

Considerations:

Evaluating course equivalence or comparability: Consider course learning outcomes, subject matter, breadth, scope, units, and prerequisites.

Upper division: Upper division coursework may be approved as equivalent or comparable to a CCSF (lower division) course if it meets the following criteria:
1. The course must be a minimum of 5 units.
2. The course must be a minimum of 2 units of general education.
3. The course must be a minimum of 1 unit of major requirements.
4. The course must be a minimum of 1 unit of minor requirements.
5. The course must be a minimum of 1 unit of elective requirements.
6. The course must be a minimum of 1 unit of certificate requirements.
7. The course must be a minimum of 1 unit of certificate requirements.
8. The course must be a minimum of 1 unit of certificate requirements.
9. The course must be a minimum of 1 unit of certificate requirements.
10. The course must be a minimum of 1 unit of certificate requirements.
