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 Any transfer coursework that has become outdated (exceeds the 7-year time limit) at that time will not be accepted.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 the	ese courses are attached	I.	
		official transcripts that include th es (front and back) of your trans			ase attach complete unofficial
Student:					
	(Тур	e or print name)	(Signature)		(Date)
		e found to be acceptable to the aster's degree offered by our de		rposes, they would be propos	sed for use in meeting the
Advisor:					
	(Тур	e or print name)	(Signature)		(Date)
Graduate Cool	rdinator:				
		(Type or print name)	(Signa	iture)	(Date)
When the abo	ove is co	ompleted and approved, subn to Cane	nit this form, along with didacy (ATC) to GradSto		Program (GAP)/Advancement

SPACE BELOW NOT TO BE USED BY APPLICANT

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

REMARKS: