

COURSE EQUIVALENCY REQUEST FORM

Please submit the entire packet for processing to the College of Education, Health and Human Services (CEHHS), Student Services Office in University Hall 221. If you are requesting consideration for more than one course, please submit separate packets for each course. Note: Three or more requests for exemption require final approval from the CEHHS, Associate Dean.

Student ID Number

Semester you plan to begin Credential Program

Last Name, First, MI

Street Address

(Area Code) Phone Number

City, State, Zip

E-mail Address

Before applying for a waiver, read a syllabus from the relevant CSUSM course to see if the coursework you took at another institution appears equivalent. Link to current syllabi is located at: <http://www.csusm.edu/soe/currentstudents/syllabusarchive.html>

CSUSM COURSE TO BE WAIVED:

CSUSM Course Number

Course Title

COURSE SUBMITTED FOR REVIEW:

College/University, where course was taken

Course Number

Year/Term Course Taken

Note: The course or its equivalent must have been completed within five (5) years prior to beginning the program. The minimum acceptable grade for courses in the professional education sequence is C+ (2.3), but a B (3.0) average must be maintained.

Complete packet by submitting the following:	<ul style="list-style-type: none"> • Copy of course syllabus (required) • Copy of course description • Copy of transcript (if course has been completed)
For candidates requesting equivalency on the basis of experience (examples):	<ul style="list-style-type: none"> • Letter from Supervisor(s) verifying employment or volunteer experience • Project description or portfolio

Candidate: please provide explanation for requesting equivalency or waiver. You may use the back of the form if necessary:

Do not write below this line

- Pre-approved
 Approved
 More information required
 Denied

* Associate Dean: _____
 To: _____
 Date: _____
 Rec'd: _____
 Date sent to student: _____

Advisor comments: _____

Authorized Signature (designated content faculty)

Date