



# Course Equivalency/Comparability

To be completed by student:

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

**Directions:** Please attach a copy of appropriate course description and transcript. It is the student's responsibility to 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 To be completed by the appropriate Dept. Chair/Designee/Counselor:			
Course from Other School			CCSF Equivalency or Comparability				
Name of Other Institution	Course & No.	Units		CCSF Course & No.	Equiv. Yes/No	Comp. Yes/No	Counselor/ Dept. Chair Initial
		SEM	QTR				

**CHECK ONE:**

- Equivalency:** Course is equivalent to the CCSF course and can be used to fill any major, certificate, prerequisite, general education or general graduation requirement that is otherwise fulfilled by the CCSF course. Equivalency is determined by the department chair or designee.
- Comparability:** Course is not exactly equivalent to a CCSF course but is comparable in breadth, scope and subject matter for the purposes of meeting a general education requirement or an Area of Emphasis requirement for the Liberal Arts and Sciences degree. Course learning outcomes, content, prerequisites, texts, and units are taken into consideration. Comparability is determined by the department chair/designee or counselor.

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ (Only one form per dept. chair/designee/counselor)  
Dept. Chair/Designee/Counselor Signature

Department Chair/Counselor: Please route completed form as follows:

White - Admissions & Records, Mailbox E107    Canary: Dept. Chair/Counselor    Pink: Student

## **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:

- specific program requirements for a certificate or major
- general education graduation requirements
- unit 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 or exceeds the requirements for the CCSF course.

**Quarter vs. Semester Units:** Courses are not required to have the same unit value, but units are a useful guide in determining equivalence. As a general conversion guide:

1 semester unit = 1.5 quarter units

1 quarter unit =  $\frac{2}{3}$  (0.66) semester unit

**Other California Community College (CCC) Coursework:** Courses may be counted only for the IGETC or CSU GE areas and dates that were approved for that CCC as shown on ASSIST ([www.assist.org](http://www.assist.org)).

**Foreign Coursework:** Courses from institutions outside the U.S. may not be used to meet IGETC or CSU GE-Breadth requirements, unless the institution has U.S. regional accreditation.

**Accreditation:** Courses submitted for equivalency should be from a regionally accredited college or university. There are six regional accrediting bodies, one of which is Western Association of Schools and Colleges (WASC). Websites for all six are listed on the CCSF Articulation website: [www.ccsf.edu/artic](http://www.ccsf.edu/artic) under Resources, College Accreditation. Each regional accreditation site lists its member institutions.

*For additional information on course articulation or accreditation, contact the Articulation Officer, 415-239-3583.*