

Request for Review of Course Equivalence

INSTRUCTIONS:

1. Complete form. (One form per course)
2. Attach supporting documents – syllabus and transcripts.
3. Submit packet to Elementary Education Office in SH 305 for review.

The Elementary Education Office will review the request and inform you of the decision within 30 days.

A. Student Personal Information

Last Name: _____ First Name _____ Student ID: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

B. Program Information

Degree Information:

Institution _____ Major _____ Graduate Date _____

___ Multiple Subject Credential Program: FLEX CRA SUP SPANISH CONCURRENT

___ Masters Program: Curriculum and Instruction

___ Fifth Year or Clear Credential

___ Other: _____

C. Course Information

I request that the experience documented and attached materials be reviewed for equivalency to:

SJSU Course #	SJSU Course Title	Units
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I have taken a similar course(s) at:

College/University	Course #	Course Title	Units	Date
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College/University	Course #	Course Title	Units	Date
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D. Approval of Course Equivalence

NOT APPROVED APPROVED _____
 Instructor/Credential Analyst Signature Date

NOT APPROVED APPROVED _____
 Department Chair* Signature Date

*The Department Chair makes the final decision on course equivalences.

E. Results of Course Equivalence

If **APPROVED** - the class has been waived. Your Program Plan file will be updated and a copy of the approved form will be sent to you via USPS (keep with your credential file). Please note – a copy of this form will also be required when preparing your Preliminary Credential application.

If **NOT APPROVED** - the SJSU course must still be taken during your credential program.