



Fall 2009 Transfer Admission Agreement (TAA) Program Guidelines

I. TAA APPLICATION PROCESS TIMELINE

- June 1, 2008 Contract writing begins.
- October 1, 2008 SJSU will begin accepting TAAs.
- October 31, 2008 Postmarked deadline for submission of TAAs and CSU Mentor online application. SJSU will stop accepting TAAs when a total of 900 TAAs have been received or when postmarked after October 31, 2008, whichever comes first.
- December 8, 2008 Deadline for SJSU to notify transfer center directors of contract approval. Initial admission notification to students will be done via email.

II. REQUIRED DOCUMENT CHECKLIST

In order for SJSU to accept a TAA Contract, the following documents must be submitted as one complete application packet by October 31, 2008:

- Must meet with community college counselor
- CSU Mentor online admission application by October 31, 2008. Paper applications will NOT be accepted for TAAs.
- CSU Mentor online application confirmation page including the 41 charter number
- Unofficial AP test scores and transcripts of **all** colleges attended
- The TAA contract **must** have 4 NCR (carbon) copies
- TAA Contract

TAA packets must be submitted to:

ATT: Patricia Gutiérrez
Transfer Services Coordinator
Visitor Relations & Admission Counseling
San José State University
One Washington Square
San José, CA 95192-0014

The following should be submitted by student directly to the **Office of Admissions, San José State University, One Washington Square, San José, CA 95192-0016:**

- Official transcripts from all post-secondary institutions previously attended. Submit by Feb. 3, 2009
- Official transcripts from current community college(s). Submit after Fall 2008 grades are posted or by Feb. 3, 2009
- Official FINAL transcripts with posted Spring 2009 grades by July 15, 2009.
- Official TOEFL score if student has **fewer than 3 years of full-time study** (combination of high school and college) where the primary language of instruction is English. Submit by Feb. 3, 2009.
- Official Advanced Placement, CLEP or other tests scores, if applicable. Submit by Feb. 3, 2009.
- A copy (front and back) of I-94, if applicable, or other immigration documents if student has not received an Alien Registration Card or “green card.” Submit IMMEDIATELY or attach to Contract.
- General Education Certification should be sent with final transcript.

Incomplete packets will not be accepted and they will be returned to the TCD with an indication of missing materials. Resubmissions will be held to the same deadlines as all other TAAs (i.e. SJSU will accept no more than 900 TAAs and/or

TAA's postmarked after October 31, 2008 whichever occurs first). All TAA's that do not meet the deadline will be sent back to the TCD and a letter will be sent from SJSU to the student notifying them that their TAA did not meet the deadline.

III. ELIGIBILITY GUIDELINES

1. TAA's should only be written for students **whose first-choice** campus is SJSU. TAA's will be written for all qualified applicants; however the target population is students who are underrepresented at the CSU (African Americans, Chicanos/Latinos, and Native Americans).
2. TAA's will only be accepted for admission for Fall 2009 semester.
3. TAA's will only be accepted with the online CSU Mentor application and an attached copy of CSU confirmation page with the TAA contract.
4. TAA's will not be accepted if students have filed an application for the Spring term.
5. TAA's will only be accepted if accompanied by **all supporting documents** required. (i.e., unofficial AP test scores/TOEFL, transcripts of **all** colleges attended, CSU Mentor confirmation page with 41 character number, four carbon copies of TAA contract.)
6. TAA's will not be accepted for non-residents of California, including F-1 or J-1 international student visa holder or AB 540 students.
7. TAA's will not be accepted for students with *any post-secondary* coursework completed outside the US.
8. TAA's will not be accepted for students who have previously *matriculated* at SJSU, including those disqualified from SJSU. Open University course work is acceptable.
9. TAA's will not be accepted for students who have been disqualified from another institution unless students document that the disqualification has been cleared (see Section V, page 4 for explanation).
10. TAA's will not be accepted from students who already have baccalaureate or graduate degrees.
11. **By the time the Contract is written**, students **must have completed** a minimum of **30 semester/45 quarter** CSU transferable **units** with an overall minimum 2.00 GPA. (i.e., 30 semester units or 45 quarter transferable units must be completed by the end of Summer 2008.)
12. **By the end of the Spring 2009 semester/quarter**, students must complete the following:
 - A total of 60 semester/90 quarter CSU transferable units with an overall minimum 2.00 GPA.
 - 30 semester/45 quarter units of CSU General Education coursework with "C" grades or better.
 - One course in each of the four basic skills with a "C" or better
 - ❑ CSU GE Area A-1--Oral Communication
 - ❑ CSU GE Area A-2--Written Communication
 - ❑ CSU GE Area A-3--Critical Thinking (except students declaring any Engineering major on their admissions application)
 - ❑ CSU GE Area B-4--Mathematics/Quantitative Reasoning

13. TAAs cannot be accepted for any impacted majors. **Nursing is impacted for Fall 2009.** If other majors become impacted, transfer center directors will be notified immediately

IV. THE TAA CONTRACT

TAAs will only be accepted on the approved contract form. **The contract must be in NCR quadruplicate for the student, transfer center director, transfer coordinator at SJSU, and SJSU Admissions Office.** At your end of the process, it will help verify admissions and TAA eligibility. We will use it to track the applicants and to reassure eligibility. An approved and signed contract will be returned to the transfer center directors. Those not approved or with problems will also be returned and worked on a case-by-case process.

CSU General Education/IGETC Certification

The Contract will no longer serve as a CSU General Education/IGETC Certification. The GE Certification should be sent directly to SJSU when appropriate, usually with final transcript.

In order for SJSU to honor the CSU GE Certification, all courses on the Contract must be approved GE courses at the time they were taken. If a Contract includes courses from another institution, it is the responsibility of the TCD to verify with the catalog and/or ASSIST that the courses are articulated. **If ASSIST does not have the information for the year and course being used, then the course must be verified using the issuing institution's catalog for the correct year.**

In order to certify courses SJSU will verify according to catalogs and ASSIST that the course has been certified correctly. If SJSU cannot verify the course, the burden is on the TCD to provide SJSU with documentation justifying the pass-along courses. A letter will be sent to the TCD allowing two weeks for the TCD to supply SJSU with the appropriate documentation. Once received, SJSU will determine, based upon the documentation, if the course can be used. If the course has been certified incorrectly, a second letter will be sent to the TCD and the student, explaining the course deficiency. If the course is in one of the four basic skills areas, the student will have two weeks to submit a plan to make up the deficiency in order to qualify for admission.

If the student is following the IGETC Certification process, the Contract must reflect the courses as they are used in the IGETC areas. **Because some courses approved in IGETC areas 1 & 2 do not meet the CSU GE areas A & B4, the student should be advised that if they do not complete the IGETC in it's entirety, or approved IGETC-2 by community college campus, they may become ineligible for admission to SJSU.**

V. TRANSCRIPT EVALUATION (Prior to submitting the Contract)

Please consider:

All CSU transferable courses completed through Summer '08 where the student has received a passing grade are used in the total transferable unit calculation, which should appear on the Contract as follows:

Total CSU transferable units completed as of the end of Summer 2008: _____sem./qtr. Transferable GPA: _____

SJSU will calculate the following totals in order to verify the student's eligibility:

Units Completed = total CSU transferable units where the student received credit/units, including Credit courses.

Quality Units = total CSU transferable graded units used in the GPA calculation, including courses where an "F" was received. Credit/No Credit courses will not be included in this total.

Quality Grade Points = the grade points are calculated for all quality units according to the issuing institution's grading policy.

$$\text{GPA} = \frac{\text{Quality Grade Points}}{\text{Quality Units}}$$

Students who have been disqualified, dismissed, or otherwise deemed ineligible to reenroll at any institution (and is so noted on transcripts) will only be **eligible if they have completed a total of 1 transferable semester unit with "C" grade or better since the date of disqualification/dismissal and by the time the Contract is written.**

VI. THE REGISTRATION PROCESS AND THE FOUR BASIC SKILLS

Students who are accepted through the TAA program are given priority registration for their first semester at SJSU **if the four basic skills courses are completed by Fall 2008**. In order for SJSU to honor this, students must submit official transcripts showing "C" grades in all four basic skills courses by February 3, 2009. If any of the four basic skills courses are in progress during Spring 2009, students should submit official transcripts upon completion of courses directly to SJSU's Transfer Coordinator in order to expedite the registration process. The four basic skills courses must be completed by the end of the Spring 2009 term to guarantee admissions for Fall 2009. We hold the right to withdraw admissions even if the four basic skills courses will be completed by the end of Spring 2009.

SJSU will notify, through our online student services website <https://my.sjsu.edu>, when registration appointments are assigned.

VII. “DISENROLLMENT” AND “WITHDRAWAL OF ADMISSION”

All students must submit final official transcripts and other documents by July 15, 2009 in order to complete the admission process. SJSU will verify successful completion of all admission requirements and the fulfillment of the TAA Contract at this time.

Per San José State University policies, students who do not complete all admission requirements will have their offer of admission withdrawn.

If fall 2009 applicants are registered for fall semester and they are found ineligible they will be disenrolled from all classes. This may affect their Financial Aid, Housing, or other campus arrangements.

Students must meet the terms of the TAA Contract in order to ensure their admissions eligibility.

VIII. CONTRACT CHANGES

It is not required to submit a “Change of Contract Form” or notify the SJSU TAA Coordinator if students make a change to what they agreed on the Contract and/or admissions application. It is the responsibility of the student to meet with their community college counselor to verify that this change will not jeopardize the following minimum admissions requirements:

- 60 transferable semester/90 transferable quarter units by the end of Spring 2009.
- 2.00 minimum GPA on transferable work,
- And the four basic skills courses with a “C” or better by Spring 2009.

Their TAA contract and admissions to the university will not be cancelled if they still meet the minimum requirements after a change has been made. SJSU will verify admissions eligibility when all final transcripts are received and apply the appropriate policy stated in the guidelines if minimum requirements are not met.

IX. PARTICIPATING COMMUNITY COLLEGES

1. Allan Hancock College
2. Cabrillo College
3. Cañada College
4. Chabot College
5. City College of San Francisco
6. College of San Mateo
7. Cuesta College
8. De Anza College
9. Diablo Valley College
10. Evergreen Valley College
11. Foothill College
12. Gavilan College
13. Hartnell College
14. Las Positas College
15. Merced College
16. Mission College
17. Modesto Jr. College
18. Monterey Peninsula College
19. Ohlone College
20. San José City College
21. Santa Rosa Jr. College
22. Skyline College
23. West Valley College