

**Instructions for Student and Graduate Advisor** Do not hand write - Must be typed

1. This form should be used only if a transfer-course evaluation must be conducted prior to submission of a Candidacy form. If an advanced evaluation is not necessary, the transfer course should simply be included on the Candidacy form itself. University restrictions of the kind and amount of transfer-course credit permitted can be found in the university catalog. A separate form must be filled out for each transfer course.
2. An official sealed transcript must be submitted with this form to show the transferred class if it is not already on file with GAPE. An unofficial transcript or a copy of the official transcript can be submitted with this form.
3. A copy of the course description must be attached so the graduate advisor may make an informed decision.
4. Graduate advisor: Please enter an SJSU course that is equivalent to the requested transfer course, if it is required for graduation. If an elective course, no equivalency is needed. If there is a compelling reason for substituting a non-equivalent transfer course for a SJSU required course, submit a written justification to the Associate Dean of Graduate Studies.
5. This completed form should be submitted to Window G in the Student Services Center or sent through interoffice mail to extended zip 0017. Do not email.

**Student Information**

Last Name	First Name, M.I.		
Student ID	Previous Name (if any)		
Current Address	City	State	Zip
Daytime Phone	Email Address		

**Transfer Course To Be Evaluated**

Institution (University or College)	Units	Grade	Term and Year Taken
Location of Institution	City	State	Country
Course Prefix & Catalog No. (e.g., Phys 200W)			
Course Title			
URL for Course Description			
Semester Course	Quarter Course	Other (specify)	
Undergraduate Course	Graduate Course		

**To Be Completed By Graduate Advisor Only**

The requested course above is equivalent to the following SJSU course. If none, check the box below (but see Instruction No. 4 above).

No Equivalent SJSU Course

Course Prefix & Catalog No.  
Course Title

**Required Signatures**

Student Signature _____		Date _____
Graduate Committee Chair or Graduate Advisor (print) _____	Approved	Denied
Graduate Committee Chair or Graduate Advisor (signature) _____		Date _____
GAPE Evaluator (print) _____	Approved	Denied
GAPE Evaluator (signature) _____		Date _____

**For Office Use Only**

Number of semester units granted \_\_\_\_\_  
Comments \_\_\_\_\_