



Non-Collegiate Transfer Credit Form

The purpose of this form is for the Office of the Registrar to better evaluate *how* your non-collegiate coursework may transfer to CSU. In order to do this, please follow the instructions below. **Course descriptions from the non-collegiate program’s catalog or website *must* be attached for all courses you wish to have evaluated.** You will be notified via your CSU email when the evaluation has been completed.

NAME: Last, First, Middle Initial

CSU ID

Non-Collegiate Program

Term Participating in Program

Program Criteria:

1. Course has been approved by the American Council on Education
2. Program is listed in The National Guide to Educational Credit for Training Programs
If program and courses meet the two criteria above, then the course description will be sent to the academic department or college for review. If the program does not meet the criteria, you will be sent an email advising as such and that a CSU equivalency is not applicable.
3. Course(s) have been approved by the Academic Department or College in which the subject matter is taught at CSU.

Pre-Approval of Non-Collegiate Transfer Credit

1. See your Academic Advisor to determine if the course(s) will be relevant to your major or minor requirements.
2. List courses you *plan* or *tentatively plan to take* in the “Non-Collegiate Course Number and Title” boxes (A & B) below.
(Do not fill in the shaded areas.) Attach course descriptions from the programs catalog or website for all courses you wish to have evaluated.
3. The Degree and Transfer Evaluation unit will determine if the Non-Collegiate Program meets the 3 criteria listed above before processing any equivalencies. If the first 2 criteria are met, then the course description will be forwarded to the academic department or college for review. It may take a minimum of 10-15 business days – depending on departmental or college processes.
4. **Once department or college review is complete any equivalencies will be coded on the student record.** An email will be sent to your CSU email account, indicating the evaluation has been completed.
5. Take the completed Non-Collegiate Transfer Credit form to your academic advisor to review the equivalents you have been assigned.

Course # <i>(if applicable)</i>	Course Title	Equivalent determined by Registrar or Department	Amount of Credits to be Awarded	Registrar or Dept. Initials	Check here if equivalents to be determined upon return to CSU	Check here if Applies to all students