

**UNIVERSITY OF CALIFORNIA, BERKELEY  
COLLEGE OF ENGINEERING  
ENGINEERING STUDENT SERVICES  
230 BECHTEL ENGINEERING CENTER**

**TRANSFER CREDIT**

After the Office of Undergraduate Admissions determines the units of advanced-standing credit to be allowed for work completed at another institution, Engineering Student Services will evaluate the work to determine whether or not it satisfies a specific course requirement of the College. Whenever possible, your Student Adviser will accept appropriate courses as the equivalents of UC Berkeley courses, using current course “articulation” agreements (via ASSIST) and precedents. In situations where there is no available information on course equivalency, individual course evaluations will be necessary.

**INSTRUCTIONS**

For students:

- 1) Official sealed transcript must be submitted to UCB and evaluated by the Office of Undergraduate Admissions to determine transferability of course work.
- 2) After the posting of transferable units on UCB transcript, obtain a “Course Evaluation Request” form from your Student Adviser in 230 Bechtel Engineering Center.
- 3) Bring with you all evidence (syllabi, exams, projects, papers, catalogues, etc.) for **EACH** course being evaluated to the faculty evaluator in the appropriate department.
  - a. *Any information you can provide will help your evaluated come to a quick and accurate assessment of your preparation and ensure that you are enrolled in the appropriate course.*
- 4) To receive subject credit for fulfillment of a requirement, all course work must be evaluated as **FULLY** equivalent to the corresponding course taught at UCB.
- 5) If course work is evaluated as partially equivalent, student must either complete the missing course work as indicated by the faculty evaluator (if applicable) or the required UCB course listed for the major. The “Course Evaluation Request” form must be returned to your Student Adviser by the given date. Delay in returning the form may result in a registration block.
  - a. **NOTE:** The College of Chemistry will not accept evaluation forms that have not been signed by your Student Adviser.

For departmental faculty representative:

- 1) The College of Engineering requests that you assess the work completed by the student at another school and determine its equivalency to a course offered in your department.
- 2) Please answer “Yes” or “No” in the “Was all material covered?” column.
- 3) If the transfer course is **not** fully equivalent to a UCB course and additional work is needed, please specify the number of units and an appropriate “bridge” course (if applicable) in the “Comments” section.
- 4) Your assistance is greatly appreciated. If you have any questions, please call (510) 642-7594.

# COURSE EVALUATION REQUEST

*See Reverse Side for Instructions*

**Note to Departmental Representative :** Please indicate in the space provided your evaluation of the work completed by the student at another school and its equivalence to a course offered in your department.

Name of Student: \_\_\_\_\_ Major: \_\_\_\_\_ School Attended: \_\_\_\_\_

Email : \_\_\_\_\_

SID # \_\_\_\_\_

Number & Name of Transfer Course	Term & Yr. taken	Sem Units	Equiv UCB Course,Dept & Number	Was all material covered?	If no, list # of missing units*	Signature of Dept Representative	Print Dept. Rep Name & Email Address	Date

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

**PLEASE PROVIDE COURSE SYLLABUS FOR EACH COURSE TO BE EVALUATED**

Engineering Student Services Adviser: \_\_\_\_\_

**\*Additional work needed, specify course & units in the comments area.**

Biology 1A/L: Mike Meighan 3200 LSA

Math: 965 Evans Hall

Chemistry: 121 Gilman Hall

Biology 1B: Tammy Mau 3018 VLSB

Physics: 368 Le Conte Hall

Other: \_\_\_\_\_