

# CSM Transcript Evaluation and Course Substitution Petition

Students are encouraged to have coursework completed at other colleges and universities evaluated during the first semester of attendance at CSM. A transcript evaluation provides important information to students and counselors on how previously completed courses will be applied to your educational goal at CSM. San Mateo County Community College District accepts coursework from the following accrediting organizations only: MSA, NASC, NCA, NEASC-CIHE, NEASC-CTCI, SACS, WASC-ACCJC, WASC-ACSCU.

Transcript Evaluation is available to currently enrolled CSM students who are registered for and/or have completed a minimum of **6 units** within the San Mateo County Community College District. Evaluations are conducted only after all official transcripts have been received by the Office of Admissions and Records. Students must provide course descriptions from independent or out-of-state schools when submitting a Transcript Evaluation Petition. The Transcript Evaluation process begins after the second week of fall and spring semesters. Due to the number of transcripts received, **please allow a minimum of ten weeks** to complete the evaluation process. You will be mailed a copy of the formal evaluation once completed.

## DIRECTIONS TO STUDENTS

Complete the other side of this form and submit it to the Office of Admissions and Records for Transcript Evaluation services if:

- You have completed coursework at another college or university within the United States and want to apply this coursework to an educational goal you intend to fulfill at College of San Mateo.

**OR**

- You have had an official foreign transcript evaluation from a service approved by College of San Mateo and want to apply courses identified on your official evaluation to a CSM Associate Degree or Certificate. We cannot use foreign transcript evaluations to apply foreign coursework to CSU General Education or IGETC certification for transfer purposes.

**OR**

- You are requesting approval to substitute a course taken at CSM or other college or university for a course requirement that is part of a CSM major or certificate program.

Students requesting transcript evaluation or course substitution services must:

- Be presently enrolled at CSM.
- Declare College of San Mateo as the “home” institution and the institution at which the declared educational goal will be achieved.
- Submit official transcripts from previous colleges/universities attended to CSM’s Office of Admissions and Records.
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In many cases, course descriptions and additional catalog information may be required. The student is responsible for providing this information, if requested.

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Name: \_\_\_\_\_ CSM ID#: G \_\_\_\_\_  
Last name First name

Full Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: ( \_\_\_\_\_ ) Email: \_\_\_\_\_

### IDENTIFY YOUR EDUCATIONAL GOALS FOR THE BASIS OF THIS EVALUATION

- \_\_\_\_\_ 1. **CSM Associate Degree General Education.** List Major: \_\_\_\_\_
- \_\_\_\_\_ 2. **CSM Major or Certificate Course Equivalencies.**  
 List Major and/or Certificate Title as listed in the College Catalog: \_\_\_\_\_
- \_\_\_\_\_ 3. **California State University General Education Pattern** (CSU GE Certification).
- \_\_\_\_\_ 4. **Intersegmental General Education Transfer Curriculum** (IGETC Certification).

Note: Community Colleges cannot apply work completed outside of the United States toward CSU GE Certification and IGETC Certification.

### IDENTIFY YOUR COLLEGE or UNIVERSITY OF ATTENDANCE

College or University	Location	Dates of attendance
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### COMPLETE THE FOLLOWING IF YOU ARE REQUESTING A SPECIFIC COURSE-TO-COURSE SUBSTITUTION FOR A CSM MAJOR or CERTIFICATE

For a CSM Major or Certificate List CSM course requirement:	Semester units	I request the following course(s) be considered as equivalent or substitute List course name and number:	Semester units

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Counseling Services

Once you receive your official transcript evaluation results, meet with a counselor to develop a comprehensive Student Educational Plan (SEP) which will serve as a framework for achieving your educational goals.