



# COLLEGE OF SAN MATEO

## Menlo College Transfer Credit Agreement

### 2010 – 2011 Catalog Requirements

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#### WHY SHOULD YOU TRANSFER TO MENLO COLLEGE?

##### 1. Transfer Students are an Integral Part of the Menlo College Community.

Approximately 35% of Menlo's 700 students have transferred from community colleges and other 4-year colleges and universities—from all over the United States and around the world.

##### 2. You Will be Treated as a Person, Not a Number.

You will be advised every step of the way—by your admissions counselor, academic advisor, faculty advisor, career services office, through to becoming an alumnus of Menlo College.

##### 3. Menlo is "Transfer-Friendly."

Transfer applications are accepted for both fall and spring semesters. There is no minimum number of units required to transfer; however, students with fewer than 12 transferable units must also submit high school transcripts and SAT or ACT scores.

###### **Transfer Agreements**

Menlo has developed Articulation Agreements with many California community colleges in order to facilitate the course selection process for students who are going to transfer to Menlo. Students do not need to complete all courses on the Agreement before transferring.

###### **Transfer Credit**

A maximum of 94 total semester units (70 lower division and 24 upper division) may be transferred to Menlo. Menlo generally grants credit for courses in which a C- or better was earned, if those courses have equivalents at Menlo (or are CSU or UC transferable for California community college students).

###### **Prior Associate's Degree or IGETC**

Students transferring with an approved associate's degree or having satisfied the IGETC (Intersegmental General Education Transfer Curriculum) automatically satisfy most lower division General Education requirements. You are still required to take prerequisite courses needed to register for specific upper division classes.

###### **Credit from Non-Traditional Sources**

Menlo evaluates credit from several sources including Advanced Placement (AP), International Baccalaureate, CLEP, and Military Education and Experience.

##### 4. A Straightforward Admission Process

Applications are accepted on a continuing basis, following a rolling admissions policy. However, priority status is given to students who complete the applications by December 1 for Early Action Consideration, or by our priority deadlines of February 1 for the Fall semester and November 1 for the Spring semester.

Please submit the following along with your application:

- \$40 Application fee
- Personal statement, at least 250 words, including the following:
  - An evaluation of your college experience to date
  - Your reason(s) for seeking transfer to Menlo College
  - How you perceive that your educational objectives can be met at Menlo

- Official transcripts from all colleges and universities attended
- High School Transcript and official SAT or ACT scores for students transferring with fewer than 12 units

*Test of English as a Foreign Language (TOEFL) exam is required for International Students. F-1 visa students who transfer colleges within the United States and who have successfully completed courses equivalent to Menlo's first year English language requirements (English Composition 1 and 2) are not required to present TOEFL, SAT, or ACT scores.*

#### **5. Menlo Helps You Finance Your Education.**

Menlo College is committed to making a high quality education affordable. At Menlo, 88% of our students receive some form of financial assistance through college, state, and federal funds in the form of scholarships, grants, loans, and on-campus employment. To apply, submit your completed Free Application for Federal Student Aid (FAFSA, [www.fafsa.gov](http://www.fafsa.gov)), preferably by March 2. If you are a California resident and have not previously been awarded a Cal Grant, submit a GPA Verification Form by March 2 as well.

Full-time transfer students, both U.S. citizens and citizens of other countries, may qualify for one of several merit scholarships. Awards range from \$5,000 to \$15,000 per year and are renewable.

#### **Menlo is the Right Fit for You.**

Visit us and find out which of your courses will transfer and how long it will take to complete your degree. You can also meet with a professor in your major, coaches, if you play a sport, and tour the campus to see what it is like to be a Menlo College student.

To arrange for a campus visit or receive more information, please call the Admission Office at 1-800-55MENLO or [admissions@menlo.edu](mailto:admissions@menlo.edu) to schedule a visit.

**In an effort to better facilitate the course selection process for students who are going to transfer to Menlo, we have put together an outline of degree requirement course equivalencies in this articulation agreement. We encourage you to contact the Menlo College Office of Admissions if you have any questions, as someone is happy to assist you! Phone: 650-543-3753 or E-mail: [admissions@menlo.edu](mailto:admissions@menlo.edu)**

**2010-2011 CATALOG**  
**GENERAL EDUCATION REQUIREMENTS TRANSFER EQUIVALENCIES**

<i>Description</i>	<i>Menlo College</i>	<i>College of San Mateo</i>	<i>Units</i>
<b>GENERAL EDUCATION REQUIREMENTS:</b>			
<b>Writing/Critical Thinking: (6 Units)</b>			
English Composition I	ENG 101	ENGL 100	3
English Composition II	ENG 102	ENGL 110	3
<b>Quantitative Skills: (3 Units)</b>			
College Algebra *	MTH 102	MATH 222	
or Finite Math	MTH 110	MATH 125	3
<b>Foreign Language: (6 Units, must be 2 courses in same language)</b>			
Chinese I & II	CHI 101 & 102	Levels 111 & 112, 121 & 122, or 131 & 132 of any offered Foreign Language – Chinese, Italian, Japanese, or Spanish	
or French I & II	FRE 101 & 102		
or Italian I & II	ITL 101 & 102		
or Japanese I & II	JPN 101 & 102		
or Spanish I & II	SPA 101 & 102		6
<b>Library Research Skills (0 Units)</b>			
Met within 1 <sup>st</sup> year at Menlo	Met/Unmet	No equivalency	--
<b>Microcomputer Software Literacy (3 Units)</b>			
Microcomputer Software Lit.	MIS 100	BUSW 105 or BUS 295	1.5 or 3
<b>Management: (3 Units)</b>			
Business Management Practice	MGT 101	BUS 100 or MGMT 100	3
<b>World History: (6 Units)</b>			
World History I	HIS 111	HIST 100	3
World History II	HIS 112	HIST 101	3
<b>Natural Sciences: (4 Units)</b>			
Science course w/ Lab**		ASTR, BIOL, CHEM, must include both a lecture and lab components	4
<b>Social Science (9 Units)***</b>			
Macroeconomics	ECO 200	ECON 100	3
And <u>one</u> of the following combinations:	MCM 151 + UD MCM	DGME 110; and UD MCM completed at Menlo	
	POL 150 + UD POL	PLSC 100; and UD POL completed at Menlo	
	PSY 101 + UD PSY	PSYC 100; and UD PSY completed at Menlo	
	SSC 150 + UD SSC	SOCI 100; and UD SSC completed at Menlo	6

<b>Literature, Multicultural Issues, Humanities: (9 Units)****</b>			
<u>One</u> of the Following:	LIT 150	Any LIT course	
	LIT 300		
	LIT 301		
	LIT 302		
	LIT 303		
	LIT 304		3
<u>One</u> of the Following:	HUM 307	No Equivalency	
	HUM 311		
	MCM 308		
	MGT 325		3
<u>One</u> of the Following:	ART 150 or higher	Studio ART courses, HIST courses (excluding 100/101), HUM courses, PHIL courses, or COMM courses.	
	HIS (any)		
	HUM (any)		
	PHI (any)		
	MCM 300		3
<b>Written Communication: (3 Hours)</b>			
Business Majors:	MCM 333	No equivalency	Hours counted towards major
Psychology Majors:	PSY 305	No equivalency	Hours counted towards major

\*College Algebra is **required** for all Management Majors

\*\*Human Biology is **required** for all Psychology Majors

\*\*\*If the student has not earned an Associate's Degree, only the Lower Division Component of the Social Science Requirement can be met through Transferrable Credit, the **upper division requirements** will still need to be fulfilled upon enrollment at Menlo.

\*\*\*\* If the student has not earned an Associate's Degree, 6 of the required 9 units in Literature, Multicultural Issues, and Humanities must be upper-division, therefore, **only 3 hours of transferrable credit** can be counted towards this requirement.

### TRANSFER EQUIVALENCIES FOR REQUIREMENTS BY DEGREE PROGRAM, MAJOR, AND CONCENTRATION

#### Bachelor of Science in Business

Description	Menlo College	College of San Mateo	Units
<b>LOWER DIVISION MANAGEMENT CORE REQUIREMENTS: (39 Units)</b>			
Principles of Acct I	ACC 201	ACTG 121	3
Principles of Acct II	ACC 202	ACTG 131	3
Microeconomics	ECO 201	ECON 102	3
Statistics	MTH 251	MATH 200	3
Legal Environment of Business	MGT 206	BUS 201	3
<b>LOWER DIVISION MANAGEMENT MAJOR REQUIREMENTS: (24 Units)</b>			
Survey of Information Systems	MIS 260	CIS 110	3
<b>Management Information Systems Concentration Option: (12 Units)</b>			
Introduction to Programming	MIS 250	CIS 254	3

<b>LOWER DIVISION MARKETING MAJOR REQUIREMENTS: (24 Units)</b>			
Description	Menlo College	College of San Mateo	Units
Introduction to Psychology	PSY 101	PSYC 100	3

### Bachelor of Arts in Business

Description	Menlo College	College of San Mateo	Units
<b>LOWER DIVISION MANAGEMENT CORE REQUIREMENTS: (39 Units)</b>			
Principles of Acct I	ACC 201	ACTG 121	3
Principles of Acct II	ACC 202	ACTG 131	3
Microeconomics	ECO 201	ECON 102	3
Statistics	MTH 251	MATH 200	3
Legal Environment of Business	MGT 206	BUS 201	3
<b>LOWER DIVISION MANAGEMENT MAJOR REQUIREMENTS: (24 Units)</b>			
Survey of Information Systems	MIS 260	CIS 110	3
Logic and Critical Thinking	PHI 160	PHIL 100	3

### Bachelor of Arts in Psychology

Description	Menlo College	College of San Mateo	Units
<b>LOWER DIVISION PSYCHOLOGY CORE REQUIREMENTS: (21 Units)</b>			
Introduction to Psychology	PSY 101	PSYC 100	3
Logic and Critical Thinking	PHI 160	PHIL 100	3

**Please Note:**

- Students do not need to complete all courses on the Agreement before transferring.
- Approved Associates Degrees or IGETC Certification will receive Credit for meeting General Education Requirements. The following exceptions apply:
  - Menlo College requires all graduates to complete the equivalent of MGT 101, ECO 200, MIS 100, and, depending on major, MTH 102 or MTH 111.
  - LIT 304 must be taken at Menlo College if student has not taken the equivalent of HIS 111 AND HIS 112.
  - Specific courses may be required as a prerequisite for Major and/or Concentration upper division courses.
- Vocational Associates Degrees will not be accepted.
- Menlo College does not grant transfer credit to non-degree applicable, basic skills, preparatory, remedial, ESL, vocational and correspondence courses.
- A grade of "C-" or better must be earned in order for a course to be considered for transfer credit.
- Courses may only be taken once for transfer credit to Menlo College.
- Courses may only satisfy one requirement at Menlo College.
- Courses not specifically noted but which will be considered for transfer as general elective units on a case-by-case basis.
- Transfer students will receive credit for the total number of units accepted for transfer. However, grades received in transfer courses will not be counted in a student's Menlo College GPA.
- All *College of San Mateo* courses are lower division. Lower division courses will not satisfy an upper division requirement even if course content is the same. Students may appeal this issue to the Faculty Appeals Committee.
- Up to 70 semester units of lower division course work may be transferred to Menlo. A maximum of 2 semester units of P.E. will be accepted for transfer.