



CALIFORNIA STATE UNIVERSITY, FULLERTON

Civil and Environmental Engineering Department

Undergraduate Transfer Course: Evaluation and Approval Process

To maintain academic integrity of our ABET-approved curriculum, the department encourages students to take all core and elective courses at California State University Fullerton (CSUF). Under special circumstances, upon the department's approval, students may take major courses elsewhere with the following conditions. The course(s)

- must be **substantially similar**
- must be offered by **4-year ABET accredited program**
- must be equivalent in **prerequisite requirements**
- must be a minimum of **four-week** duration and include **at least 30 hours** instruction

It is required that students gain preapproval before registering in to courses outside CSUF.

Transfer Course Approval Process

Step 1: Submit transfer course pre-approval form along with course syllabus, course description and other relevant information. Students will be notified of decision within 2 weeks of submission. Please note pre-approval does not guarantee that course will be transferred.

Step 2: If approved, register and complete the course at the host institution.

Step 3: Submit transfer course evaluation form along with necessary information such as homework, graded exams, handwritten class notes etc. to establish equivalency to CSUF course. Students will be notified of department decision within 2 weeks.

If you need any help, please contact the department or schedule a meeting with an academic advisor or department chair.



CALIFORNIA STATE UNIVERSITY, FULLERTON

Civil and Environmental Engineering Department

Transfer Course: Pre-Approval Form

Student Name: _____ CWID: _____

Email: _____

Course Number and Name: _____ Units: _____

College/University: _____

Web address: _____

Semester: _____ Year: _____ Start Date: _____ End Date: _____

Equivalent course Name and Number at CSUF: _____

I am submitting for review: _____ Syllabus _____ Course Description

I understand that preapproval does not guarantee that the course will be transferred. Upon completion of aforementioned course, I agree to submit a *Transfer Course Evaluation Form* with supporting evidence (such as homework, class notes, graded exams etc.) to establish substantial similarity to a CSUF course.

Student Signature: _____ Date: _____

Department Evaluation

- Substantially similar : Yes / No
- Meets prerequisite requirements : Yes / No
- ABET accredited : Yes / No
- Minimum 4-weeks and at least 30 hours of instruction : Yes / No

This course has a fair chance of being equivalent to CSUF course : Yes / No

Comments:

Academic Advisor or Department Chair (signature)

Date



CALIFORNIA STATE UNIVERSITY, FULLERTON

Civil and Environmental Engineering Department

Transfer Course: Equivalency Evaluation Form

Student Name: _____ CWID: _____

Email: _____

College/University: _____

Course Name & Number: _____

Semester: _____ Year: _____ Units: _____ Grade: _____

I am submitting the following for establishing the equivalency to CSUF Course:

Homework

Handwritten Class Notes

Graded Exams

Other relevant materials

Equivalent Course Name and Number at CSUF: _____

Student Signature: _____ Date: _____

Department Evaluation

This course is equivalent to CSUF Course : Yes / No

Comments:

Academic Advisor or Department Chair (signature)

Date