

Course Evaluation Request Form

Please read **BOTH SIDES** of this form carefully before submitting it.

This form can also be found online at: bit.ly/UCLAoasaCourseEval

This form is for Engineering, Computer Science and/or GE Courses ONLY

If you are seeking course equivalence for a Math, Physics, Chemistry, Life Science, Statistics, or English Composition course, please see reverse side for details. See Note 1

If you are seeking course equivalence for a California Community College course, first check ASSIST (www.assist.org) or Transferology (www.transferology.com) to see if equivalence for the course already exists. See Note 2 Also note that you must have fewer than 105 total lower division units in order for a CA community college course to satisfy a degree requirement.

For students whose first quarter was prior to Fall 2017, if you have 105 or more total lower division units, the course must be taken at a 4-year university (i.e. UC, CSU, Private institution) in order for the course to satisfy a degree requirement.

NOTE on Simultaneous Enrollment: Attending UCLA regular session (Fall, Winter, or Spring) and another college (community college, UCLA Extension, or a four-year institution) at the same time - is **not permitted**. A student enrolled in UCLA Summer Sessions is allowed to transfer credit to UCLA for work done at another institution at the same time provided this work does not overlap with either the regular Spring or Fall quarters at UCLA.

Below, please list the courses you would like to have evaluated and **attach a detailed course syllabus/outline (which includes a list of topics covered in the course)**. The catalog description is not sufficient for an official evaluation unless it is unusually detailed.

Please allow a MINIMUM of 3 weeks for evaluation results. The results of your evaluation will be sent via email.

Upon completion of the course(s), send official, sealed transcript(s) by postal mail or hand deliver to:

Erkki Corpuz, UCLA HSSEAS OASA
6426 BOELTER HALL, Box 951601 LOS ANGELES, CA 90095

CHECKLIST

- Review this entire form (front and back).
- Courses are Engineering, Computer Science, or GE.
- Fill out information and summary below.
- Attach detailed syllabus or course outline for each course.
- Initial this form!**
- Send completed forms and/or questions by Message Center to: [Course Evaluation queue](#)

Name (Last, First, MI)	UID	Major
Email		Catalog Year (e.g. 2012-2013)

Other Institution <small>(e.g. True Bruin Community College)</small>	Department and Course Number at Other Institution <small>(e.g. Comp Sci 101)</small>	Official Course Title at Other Institution <small>(e.g. C++ Programming)</small>	Number and Type of Units at Other Institution <small>(e.g. 3 Semester Units)</small>	UCLA Department and Course Number or GE Category <small>(e.g. CS 31, FAH-LCA)</small>	Course Completed? If yes, when? <small>(e.g. Yes, 08/2014)</small>

Maximum of four (4) pending evaluations per student at any one time.

By initialing below, I verify that I've read both sides of this form and agree to abide by the regulations set forth by it.

Also, I am responsible for checking MyUCLA and notifying the engineering credit evaluators through [Message Center](#) when credit appears on my DARS(Degree Audit Reporting System) so that UCLA Samueli School of Engineering may appropriately update credit for approved course evaluations. I also understand that application of all course evaluation results toward UCLA Samueli School of Engineering degree requirements is subject to UC transferability requirements and a course evaluation approval does **NOT** necessarily guarantee credit approval.

Initials

Additional Notes Regarding Course Evaluation Requests

1. For Math, Physics, Chemistry, Life Science, Statistics or English Composition courses which do not appear on ASSIST (www.assist.org) or Transferology (www.transferology.com) :

You must submit a copy of the course outline or syllabus (including a list of the topics covered and textbook(s) used) to the respective undergraduate counseling office of the Math, Physics, Chemistry and Biochemistry, Life Sciences, Statistics or Writing Programs department as appropriate for evaluation:

- Math - go to 6356 Mathematical Sciences Building
- Physics - go to 1-707A Physics and Astronomy Building
- Chemistry - go to 4006 Young Hall
- Life Sciences – go to 222 Hershey Hall
- Statistics – go to 8117A Mathematical Sciences Building
- English Composition – go to 146 Humanities Building

If the course(s) are deemed equivalent, you must obtain written verification of this from the department office and submit the verification, along with your name and student I.D. number, to 6426 Boelter Hall or Message Center to the [Course Evaluation queue](#).

2. Engineering/CS courses from CA community colleges that have been previously approved may appear on ASSIST (www.assist.org) or Transferology (www.transferology.com), so it is important to check. If a course does indeed appear on a current version of ASSIST or Transferology, you do NOT need to submit this evaluation form; however, an official sealed transcript from the community college must be submitted to our office at 6426 Boelter Hall in order for credit to be posted to your DARS (Degree Audit Reporting System) .
3. If you are planning to graduate within two quarters of completing the course(s) being evaluated, you MUST notify the degree auditors at degree_auditor@seas.ucla.edu of your plans in order to avoid a delay in receiving your degree.
4. If you're unsure as to whether the course you are requesting to have evaluated is UC EAP (Education Abroad Program) approved, consult with the EAP Office and/or web site (<http://www.ieo.ucla.edu/Eap/>) about your options prior to submitting the course for evaluation. If the course is found to NOT be a UC EAP approved course, it will NOT be evaluated for UCLA credit.

Please note that credit for an approved UC EAP course will be automatically posted to your DARS (Degree Audit Reporting System) by undergraduate admissions after you submit an official sealed transcript indicating that you've completed the course; however, this may take up to two months. You are advised to contact the engineering credit evaluators through the [Course Evaluation queue](#) on Message Center when the credit appears on your DARS (Degree Audit Reporting System) so that engineering may appropriately update credit for approved course evaluations or petitions submitted to UCLA Samueli School of Engineering 6426 Boelter Hall.

Please also note that no more than 5 approved UC EAP courses may be applied to major requirements (i.e. engineering, computer science, technical electives from other departments).

To receive full credit for a course taken abroad, the course must be approved and transfer as at least 3 quarter units.

5. Evaluation deadlines: There is really no "deadline", per se; however, the sooner you provide the information, the sooner you will find out the result of the evaluation. Thus, you will be able to decide upon the courses you will need to take.
6. It is expected that students take required courses and major electives on a letter grade basis (NOT pass/no pass).