

## How do I submit a UCLA Samueli School of Engineering course equivalence evaluation request?

If you are seeking course equivalence for a California Community College course, first check ASSIST ([www.assist.org](http://www.assist.org)) or Transferology ([www.transferology.com](http://www.transferology.com)) to see if equivalence for the course already exists.

For undergraduate transfer and non-transfer students, if the course you took or plan to take has not been approved for UCLA Samueli School of Engineering credit, or the school does not maintain an agreement with UCLA, or the course does not show up on the assist.org website, please submit a [Course Evaluation Request Form](#) and you will be notified of your request results after the evaluation is complete.

When you submit the form, please include the following required information:

1. The name of the institution providing the course to be evaluated,
2. The department and course number at the other institution,
3. The official course title at the other institution,
4. The number of units at the other institution,
5. The type of units at the other institution,
6. Your course completion status,
7. The UCLA course you think it might be equivalent to or the Engineering technical breadth/ Major Elective/ GE/ Ethics and Writing requirement you think it may satisfy,
8. A detailed course syllabus/outline (which includes a list of topics covered in the course).

Application of all course evaluation results toward School of Engineering degree requirements is subject to UC transferability requirements. Students should note that courses taken at accredited schools with content that is consistent with that which is offered at UCLA are typically accepted as UC-transferable. Students who petition for tech breadth courses are still held to having a minimum of 12 units to fulfill the requirement. If your tech breadth course transfers for less than 4 units you will need to take an additional course to meet the minimum.

Additionally, students are responsible for notifying the Engineering credit evaluators through the [Message Center Course Evaluation queue](#) when credit appears on their DARS (Degree Audit Reporting System) so that the School of Engineering may appropriately update credit for approved course evaluations.