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REQUEST FOR COURSEWORK EVALAUTION
UC Berkeley Department of Sociology

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Today's Date:

Student's Name: **SID#:**

Email Address: **Phone #:**

INSTRUCTIONS:

1. Read the Letters & Science guidelines on enrolling elsewhere: http://ls-advise.berkeley.edu/faq/elsewhere.html

2. Read the reverse side of this form and sign.

3. Fill out this form and attach a **current syllabus** for all courses to be evaluated. If you've completed the course(s), attach your **final transcript** (unofficial okay). NOTE: If you are seeking approval *prior* to completing the course, please be advised that **you must bring in a copy of your final transcript for the class once you've completed the course.** The course will not be entered on your Sociology record until you bring us the transcript.

4. Submit this form and the above items to an Undergraduate Advisor for processing.

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1. *** Are you seeking pre-approval? Y or N   *Or have you completed the course? Y or N**
    *Study Abroad? Y or N   *Semester course completed or to be completed: _____
    *School: _____*Course number: _____
    *Course title: _____
    * Is this course online? Y or N

    Department Use only:
    Approved: Y   N   UCB Equivalent: _____
    Reason for rejection: _____
    _____

2. *** Are you seeking pre-approval? Y or N   *Or have you completed the course? Y or N**
    *Study Abroad? Y or N   *Semester course completed or to be completed: _____
    *School: _____*Course number: _____
    *Course title: _____
    * Is this course online? Y or N

    Department Use only:
    Approved: Y   N   UCB Equivalent: _____
    Reason for rejection: _____
    _____

3. *** Are you seeking pre-approval? Y or N   *Or have you completed the course? Y or N**
    *Study Abroad? Y or N   *Semester course completed or to be completed: _____
    *School: _____*Course number: _____
    *Course title: _____
    * Is this course online? Y or N

    Department Use only:
    Approved: Y   N   UCB Equivalent: _____
    Reason for rejection: _____

1. Only those courses that are similar and deemed "equivalent" to courses in the UC Berkeley Sociology Department are accepted for major credit. Therefore, it is possible for a student to earn university credit for a sociology course taken at another institution, but not have that course satisfy Sociology major requirements.

2. A **current syllabus** for all courses to be evaluated MUST be included with this form upon submission to an Undergraduate Advisor. If in another language, it must be translated. If the class has been completed, the student must also attach a **final transcript**.

3. If seeking approval prior to completing the course, the student must bring in a copy of his or her final transcript for the class (unofficial okay) at the beginning of his or her next term at UC Berkeley (e.g. Fall 2011 for a Summer 2011 course). **The course will not be entered on the student's Sociology record until we receive the final transcript.**

4. In many cases the student will be asked to provide additional supporting materials such as a reading list, major papers and/or exams, etc., in order to gain a more thorough understanding of the course substance.

5. Out of the 12 required courses for the major, no more than 6 transfer courses may be used for major requirements. The remaining 6 courses must be taken in residence at UCB.

    For students who declared the major as of June 1, 2016, you may only transfer 5 of the 11 required courses to be used towards the major.

6. When a transfer course is accepted for major credit, the grade earned is not computed in the major g.p.a. unless it is from another UC campus.

7. If a transfer course has been accepted for major credit, a student may not use its equivalent course in this department to satisfy major requirements.

Special instructions for EAP students:

Upper division Sociology courses taken through EAP are automatically entered in your Sociology record as Electives, with the grade earned computed into your major g.p.a. Please note that the course must meet the following criteria to be considered a Sociology Elective: 1) upper division academic course 2) must be a minimum 3 semester units 3) must be taken for a letter grade 4) the course must be taken in a Dept of Sociology at the university you are studying at.

Please submit this form only if:
- ❑ You would like your upper division Sociology course to count as a requirement other than an Elective. OR

- ❑ You would like a course taken through a department other than Sociology to count for one of your Sociology requirements (ex. Psychology, Anthropology).

I have read the above policy regarding the transfer of coursework in the Department of Sociology.

_____   _____

Signature   **Date**