

# EVALUATION OF NON-UC BERKELEY PREREQUISITE COURSES REFERRAL FORM

**GENERAL INFORMATION** \* NOTE: SEE REVERSE SIDE FOR INSTRUCTIONS

Last Name:	First:	SID:
Major:		Phone Number:
Email Address:	Name of Institution Attended:	

<p><b>PLEASE BE SURE TO ATTACH THE FOLLOWING INFORMATION TO THIS FORM (CHECK ALL ITEMS YOU INCLUDED)</b></p>	<p style="text-align: center;"><b>PLEASE TAKE THIS FORM TO:</b></p> <p>1. THE FOLLOWING DEPARTMENTS OR REPRESENTATIVES, 2. RETURN THIS FORM TO 232 WURSTER HALL</p>
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<input type="checkbox"/>	Course Description from catalog <i>(required)</i>	<b>1</b>	BIOLOGY 1A & Lab-: Mike Meighan in 3200 LSA
<input type="checkbox"/>	Syllabus (include expanded description of the course) <i>(required)</i>	<b>2</b>	BIOLOGY 1B & Lab: Mike Moser in 2013 VLSB
<input type="checkbox"/>	Copy of textbook/ reader, if available (we will return it)	<b>3</b>	PHYSICS: 368 LeConte Hall
<input type="checkbox"/>	Course description of all prerequisites for the course you need evaluated	<b>4</b>	MATH: 965 Evans Hall
<input type="checkbox"/>	Copy of homework assignments, blank midterms and final, if available	<b>5</b>	STATISTICS: 367 Evans Hall
<input type="checkbox"/>	Any additional forms you need signed by your college/major:	<b>6</b>	ECONOMICS OR ENVIRONMENTAL ECONOMICS: 549 Evans Hall
<input type="checkbox"/>	Other:	<b>7</b>	EARTH AND PLANETARY SCIENCE (EPS): 305 McCone Hall
<b>*</b>	<b><i>Please do not use this form for English or Reading and Composition classes. See reverse side for instructions***</i></b>	<b>8</b>	OTHER:

**COURSE EVALUATION REQUEST:**

STUDENT MUST COMPLETE				DEPARTMENT USE ONLY				
				Please indicate in the space provided your evaluation of the work completed and its equivalence to a course offered in your department				
	Name and Number of Transfer Course <i>(ex: Calculus, Math 1A)</i>	Term and Year Course was Taken	Units	Equivalent UCB Course include Department and Number	Was All Material Covered, Y or N?	If no, list # of missing units or requirements	Signature of Department Representative	Please print your name, date and email address
1								
2								
3								
4								

**COMMENTS:**

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**PLEASE RETURN TO:**  
**Lauren Roscoe, CED Undergraduate Advising, 232 Wurster #1800**

## EVALUATION OF NON-UC BERKELEY PREREQUISITE COURSES REFERRAL FORM

### INSTRUCTIONS

#### TRANSFER CREDIT(S):

The Office of Undergraduate Admissions determines the transferable units for course work completed at another institution. The College of Environmental Design reviews the course to determine whether it satisfies a specific course requirement for graduation purposes. Whenever possible, the College will accept appropriate courses as equivalents to UC Berkeley courses using current established articulation criteria.

#### ADDITIONAL INSTRUCTIONS:

##### For Students:

1. Official sealed transcript must be submitted to UCB and evaluated by the Office of Undergraduate Admissions to determine transferability of course work.
2. After units are posted on your UCB transcript, please use this for any coursework that is not being used to complete a Berkeley requirement.
3. Bring with you all evidence (syllabi, exams, projects, papers, catalogues, etc.) for **EACH** course being evaluated to the faculty evaluator in the appropriate department noted on the form.

*Any information you can provide will help your evaluator come to a quick and accurate assessment of your preparation, and ensure that you are enrolled in the appropriate courses.*

4. If course work is evaluated as **FULLY** equivalent to a course taught at UCB, then you will receive subject credit toward your degree.
5. The "Evaluation of Non-UC Berkeley Courses- Referral" form must be returned to the College Evaluator in 250 Wurster Hall, who will update your records. Delay in returning the form may result in a registration blocks.

##### For Designated Departmental Faculty/ Evaluators:

1. The College of Environment Design requests that you assess the work completed by the student at another school and determine its equivalency to a course offered in your department.
2. Please answer "**Y for Yes**" or "**N for No**" in the "Was all material covered?" column.
3. Please return the form through intercampus mail to **Lauren Roscoe, CED Undergraduate Advising, 232 Wurster Hall #1800**
4. Your assistance is greatly appreciated.

#### **\*\* Reading and Composition Questionnaire \*\***

Please use the Reading and Composition Questionnaire to determine if your non-Berkeley course is equivalent to UCB's Reading and Composition course(s). To do this, please submit the questionnaire to the instructor at your previous institution, who will complete and return the form to you. Please send the form to **BOTH** the Letters and Science (L&S) department, and a copy to the CED Advising Office. To obtain a copy of the questionnaire, or if you need more information, please visit the L&S website at: <http://ls-advise.berkeley.edu/fp/fp.html>

**For more information**, please contact the College of Environmental Design (CED), Undergraduate Advising Office, by calling 510-642-4943 or visit our website at <http://www.ced.berkeley.edu/advising/> for more information.