



Course Equivalency/Comparability

Welcome to City College of San Francisco! We're so glad you're here, and our goal is to make sure that you get the most possible credit for what you've already learned. One of the ways we do that is through **course equivalency & course comparability**. It's a little tricky, so please read this through *before* filling out the form.

What is course equivalency? Course equivalency = the course taken at another institution is *essentially identical* to the CCSF course. Students can use an equivalent course to satisfy any major, certificate, prerequisite, general education or general graduation requirement that the CCSF course fulfills. The **Department Chair** or **Department Designee** determines course equivalency. **Example:** SOCI 105 Social Problems at Skyline College is considered **equivalent** to SOC 3 Social Problems at CCSF and can be used to fulfill any requirements that SOC 3 fulfills.

What is course comparability? Course comparability = the course taken at another institution is *not equivalent* to any CCSF course; however, it is similar in breadth, scope and subject matter for the purposes of meeting a general education requirement or an Area of Emphasis requirement for one of the four Liberal Arts and Sciences degrees at CCSF. The **Department Chair** or **Department Designee, Articulation Officer, or Counselor** determines course comparability by looking at the course learning outcomes, content, prerequisites, texts, and units. **Example:** SOC 200, Changing Cities, at San Francisco State University is **not equivalent** to any CCSF course. However, this 3-unit course meets Social Sciences GE at SFSU and is part of their Sociology major, so CCSF will accept that course for Area 4 GE credit *and* for credit towards the Area of Emphasis for the Liberal Arts and Sciences Emphasis in Social and Behavioral Sciences degree.

 **Here's an excerpt of our College Policy on Transfer of Credit:** (*the full policy is in the CCSF Catalog, Academic Policies and Procedures section*)

Students may use coursework completed at other institutions to fulfill program, general education, and/or elective unit requirements for the Associate Degree or certificate programs at City College of San Francisco. Specifically, students may use lower and/or upper division transfer coursework to fulfill any or all of the following: specific program requirements for a certificate or major, general education graduation requirements, unit requirement for graduation (minimum of 60 semester units).

The unit requirement must be met with courses from CCSF or other institutionally-accredited colleges or universities. Students are subject to the residence requirement for the Associate Degree, regardless of the number of units transferred into the college. Note that both the units and the actual grades received from the other college or university will be accepted by CCSF.

Considerations:

- **Evaluating course equivalency or comparability:** Consider course learning outcomes, subject matter, breadth, scope, units, and prerequisites.
- **Upper division:** Upper division coursework may be approved as equivalent or comparable to a CCSF (lower division) course if it meets or exceeds the requirements for the CCSF course.
- **Quarter vs. Semester Units:** Courses are not required to have the same unit value, but units are a useful guide in determining equivalence. Generally, 1 semester unit = 1.5 quarter units / 1 quarter unit = 2/3 (0.66) semester unit
- **Other California Community College (CCC) Coursework:** Courses may be counted only for the Cal-GETC areas and dates that were approved for that CCC as shown on ASSIST (www.assist.org).
- **Foreign Coursework:** Courses from institutions outside the U.S. **may not be used** to meet Cal-GETC requirements, unless the institution has U.S. institutional accreditation.
- **Accreditation:** Courses submitted for equivalency **must** be from an institutionally-accredited college or university.
- *For additional information on course articulation or accreditation, contact artic@ccsf.edu.*

Other ways of attaining credit for what you've learned

Common Course Numbering (CCN): If you have taken a Common Course numbered course at another CCC (i.e. ENGL C1000), that course is equivalent and **you do not need to fill out this form**. Please work with your counselor and make sure your official transcripts have been submitted.

External Exams: Please see your counselor about credit for AP, IB, and CLEP exams. **You do not need to fill out this form.** External exam charts can be found at www.ccsf.edu/artic.

Course Identification Numbering System (C-ID): C-ID is a statewide course equivalency system. If the course you took at a different institution has C-ID approval for the same course at CCSF, that course is equivalent and **you do not need to fill out this form**. Please work with your counselor and make sure your official transcripts have been submitted.

Credit for Prior Learning (CPL): CPL is granted through a special process. **You do not need to fill out this form.** Please visit our CPL website, <https://www.ccsf.edu/credit-prior-learning-cpl> for information.

☒ **OK! Now you're ready to fill out the form to apply for equivalency or comparability for coursework you've already completed.**

To be completed by student:

Student Name (print name): Last		First	Middle
Email:		Student I.D.:	
Signature:	Date:		Birth Date:

Directions: Please attach a copy of the appropriate course description and transcript. It is the student's responsibility to obtain any other requested documentation required for this equivalency request. Please use a separate form for each department/discipline. It is **highly recommended** that the student talk to a counselor about possible course equivalencies and grade requirements before submitting this equivalency form to the department chair. An **official unopened transcript from the other institution** is required for final processing by Admissions and Records.

Purpose of Equivalency Request (check all that apply):

☐ CCSF Major ☐ Certificate ☐ CCSF GE or Graduation ☐ Cal-GETC* ☐ Other _____

* California community college (CCC) courses: Please refer to the CCC's Cal-GETC approvals on ASSIST.

Course to be Evaluated				CCSF Course				
Student Request/Counselor's Recommendation:				To be completed by the appropriate Dept. Chair/Designee/Counselor/AO:				
Course from Other School				CCSF Equivalency or Comparability				
Name of Other Institution	Course & No.	Units		CCSF Course & Number	Units	Equivalent Yes/No	Comparable Yes/No	Initials
		SEM	QTR					

CHECK ONE:

☐ **Equivalency:** Must be signed by Department Chair or Department Designee

☐ **Comparability:** Must be signed by Department Chair, Department Designee, Articulation Officer, or Counselor

Comments: _____

Approved by: _____ (Only one form per dept. chair/designee/counselor/AO)
Signature of Dept. Chair/Designee/Counselor/AO

***Dept. Chair/Designee/Counselor/AO **MUST** send this completed form to graduate@ccsf.edu or SSC, Room 1124. Students may not submit this form. **Student submitted forms will not be accepted.**