

To be considered, the course must have been taken within the past five years with a grade C or better (unless otherwise indicated), must be equivalent in units and content, and be from an accredited academic institution. Educational units from foreign schools must be converted to US equivalents before consideration as substitution(s). Check with the specific department for additional requirements in certain programs.

To initiate a review of your request, please complete this form and submit with the following documentation and fees:

- ▶ Transcript (copy okay)
- ▶ Course Description
- ▶ Course Outline
- ▶ \$40 Evaluation Fee (Non-refundable). Fee waived for University of California and UC Extension courses.
- ▶ Certificate Application with Fee (If not already enrolled)

METHOD OF PAYMENT Check—payable to UC Regents (**Please do NOT mail cash**)

Visa Master Card American Express Novus (includes Discover, BRAVO and private-issue cards)

Card Number _____ Expiration Date (required) _____

Authorizing Signature _____

STUDENT INFORMATION (Please print clearly)

Name _____ Student ID # _____ Date _____

Address _____
City State Zip

Phone _____ E-mail _____

DEPARTMENT (Submit documentation to UCSC Extension at the address below and to the attention of the appropriate department.)

10420 Bubb Road, Cupertino, CA 95014-4150

- Applied and Natural Sciences
- Art, Design and Humanities
- Business and Management
- Education
- Engineering and Technologies

PROGRAM (Indicate title of program as listed in the UCSC Extension Catalog or Web site.)

COURSE INFORMATION

UCSC Extension Course _____ Course # _____

Substitute Course _____

Date Taken _____ Units _____ Grade _____

Academic Institution Course Was Taken _____

FOR UCSC EXTENSION USE ONLY

Payment Received By _____ Date _____ Approved Denied

Coordinator _____ Date _____

Director _____ Date _____