

ARIZONA STATE UNIVERSITY
SCHOOL OF MATHEMATICAL AND STATISTICAL SCIENCES
COURSE EQUIVALENCY REQUEST

PLEASE ALLOW AT LEAST 1-2 WEEKS FOR PROCESSING
Processing takes longer when Holiday Breaks are involved as well as the Summer Session

Questions: Contact Equivalency@math.asu.edu or (480) 965-7195; FAX# (480) 965-5569

- ONE COURSE PER REQUEST FORM
- **DO NOT CUT AND PASTE** information. (PHOTO COPIES OF MATERIALS ARE ACCEPTABLE)
- YOU are responsible for obtaining, submitting and attaching all required information.

FILES, ATTACHMENTS, ETC. WILL NOT BE OPENED OR PRINTED OUT

Student Name: _____

Today's Date: _____

10- Digit ASU Affiliate ID Number: _____

Email: _____

Student Major: _____

Phone Number: _____

TRANSFERRING INFORMATION: (REQUIRED: FILL IN ALL INFORMATION)

- When did you take, or when will you take, this course? _____
- Name of Institution: _____
- Location (City and State or Country): _____
- Course Name and Catalog Number: _____
- Grade obtained in course: _____
- **Important:** Requesting equivalence to ASU Course # _____

ALL of the following must be submitted for course evaluation: (Incomplete files cannot be evaluated)

- ☐ Catalog description of the course to be evaluated (taken from the Course Catalog).
- ☐ Catalog description of any prerequisite course(s) for the course in question.
- ☐ Syllabus for the course.
- ☐ **Copy of the table of contents** from the textbook used for the course.
(INCLUDE TITLE, AUTHOR, EDITION INFORMATION, ETC.)

**** **Be sure to indicate sections and/or topics covered in the course.** ****

Phone opinions are NOT binding.

***Courses taken more than 1 year ago may not qualify as a prerequisite for a 100 or 200 level ASU course ***

Incomplete files cannot be evaluated and will only be held for one semester.

the MATH CLASS you wish to register for and the SEMESTER _____

If you like the transfer course to serve as a prerequisite to an ASU math class, please state

Please do not write below this line.

Approved for: _____ Not Approved for : _____

Evaluator _____ Date _____

Comments:

RESULTS:

Student contacted by _____ letter _____ phone _____ in person or referred to _____

How to Find Course Equivalency Information

1. Most schools keep the course catalogs online. Please visit the school's website and print the pre-requisite (if listed) course catalog description and the course description for the course to be evaluated.
2. Syllabus or Course Outline information may also be kept online at the Department's webpage where you took or plan to take the class. If not, please contact the department directly for the course outline or syllabus as most departments keep these on file. An email from the instructor of the course detailing topics covered will also suffice.
3. The Table of Contents may be obtained directly from the publisher's website and printed from there. A later edition of the same book is acceptable for the purposes of evaluation. If you do not know the book that was used, please contact the Department where you took/plan to take the class and they should have the book on file.

Where to send your Course Equivalency Request:

1. Fax all the information to 480-965-5569, attention: Karly Green.
2. Bring materials in to PSA 211, Undergraduate Math office.
3. Mail to:

Arizona State University
School of Mathematical and Statistical Sciences
P.O. Box 871804
Tempe, AZ 85287-1804

Att: Karly Green

