



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
COLLEGE OF BUSINESS ADMINISTRATION
UNDERGRADUATE BUSINESS ADVISING CENTER (UBAC)

Course Evaluation Petition

Course Evaluator _____

Date Sent _____

Part I. Instructions to Student:

1. Please print (in ink) or type your answer to questions in Sections A, B, C, and D. Incomplete forms will be returned to the student, highlighting the information necessary.
2. Results will be mailed to the student at the address given below approximately two weeks after petitions are submitted.

Section A

Name _____ Sac State ID _____
Last First
E-mail _____ Day Phone (____) _____

Section B

List PREFIX / NUMBER and TITLE for CSUS course which transfer credit is requested (i.e. FIN 101, Business Finance)

Section C

TRANSFER COURSE INFORMATION

Where: _____ When: _____
School State Semester or Quarter ?, Year

Course Title: _____

Course Prefix/Number: _____ Units: _____ Grade: _____

Class Level as indicated by course number (check one) ☐ Lower Division ☐ Upper Division ☐ Graduate

Course Prerequisite(s): _____

Text(s) Used and Author(s): _____

Section D

REQUIRED ATTACHMENTS:

- Photocopy of the catalog description
- Photocopy of the course syllabus with topical outline

Date

Part II. To be completed by the Undergraduate Business Advising Center (UBAC):

Accreditation: AACSB Regional CC 4 yr Intl _____ Initials/Date _____

Part III. To be completed by Course Evaluator: Please circle one

Yes In my judgment, the two courses are approximately equivalent.

No In my judgment, the two courses are not equivalent. Topics missing: _____

More Information _____

Evaluator signature _____ Date _____