

This form is for all declared Business students seeking to satisfy degree requirements for the Lucas College of Business by using courses taken from studying abroad as a substitute for courses taught at San José State University (SJSU). This review process will take 3-6 weeks. Plan ahead to allow sufficient time for our Course Coordinators to evaluate the course(s).

Disclaimer: While Business advisors will submit Course Equivalencies for approval, upper-division course credit is contingent upon the transfer credit posting from the Office of the Registrar's Special Programs unit. If upper-division study abroad course transfer credit is not granted, then the Course Equivalency form for upper-division course credit is void.

Instructions:

Before you schedule an advising appointment, please READ and CHECK OFF the following boxes to ensure a smooth course equivalency process.

- Research course options offered through the institution abroad. You must print and provide a copy of the course description(s) for each course from that institution's website or course catalog.
 - The course description may be found on the course syllabus.

- Include a syllabus for each course from the institution you are seeking equivalency for at SJSU.
 - Be prepared to submit syllabi that include:
 - an outline of topics covered throughout the term
 - a description of methods used for assessment
 - a minimum of 45 lecture or class hours
 - a description of the weekly course lessons
 - textbook information

- Provide the course description of the comparable course at San Jose State University.
 - To search for SJSU's course descriptions, please visit info.sjsu.edu.

- Provide information indicating if the institution is a 3 or 4 year university.
 - If courses are offered in year 4, the school is likely a 4 year university. If you only see courses offered up to the 3rd year, then the institution is likely a three-year university.

- Provide and print documentation to indicate if the course is considered an upper-division or a lower-division course.
 - Is this course typically taken in the first, second, third, or fourth year abroad?

- Provide information on the credit conversion for the institution abroad.
 - For example, 12 credits at RMIT in Australia equal 3 credits at SJSU. The SJSU Study Abroad Office can also help you find this information.

- Visit the Jack Holland Student Success Center (JHSSC) website to schedule an appointment with an advisor. An advisor will review and route the course equivalency form to the appropriate Course Coordinator. Course equivalency forms will only be completed once student is accepted into a Study Abroad program. Student must show proof of acceptance.