

COMPUTER SCIENCE DEPARTMENT
SUBSTITUTION OR WAIVER PETITION FOR BS STUDENTS

BS students: Use this form to establish approval of non-articulated course substitutions or waivers BEFORE you submit a Restricted Registration Request, a Change of Major petition, or a BS Graduation Application to the department. If approved, you may list the substitution(s) on any or all of the above. However, after you have submitted your approved graduation application to Admissions and Records, do not use this form. Use the University's official "Course Substitution and Waiver" form.

Name _____ SAC STATE ID # _____

Email Address: _____ Catalog used (year): _____

Check one: BS Program 2nd Bachelors Minor

CSUS course required for major or minor: _____

Substitution (course number/institution): _____

Additional comments by Course Coordinator/Chair/Associate Chair: _____

Computer Science Course Coordinator	Student
<input type="checkbox"/> The proposed substitute course has at least the same number of semester units and is an adequate substitution for the required course.	If approved, list this course on your paperwork opposite the required course.
<input type="checkbox"/> The substitute course has fewer units or quarter-system units but otherwise is an adequate substitution for the required course. <input type="checkbox"/> An additional course is recommended. The course is: _____. <input type="checkbox"/> Waiving the difference in units is recommended. <i>The student already has a background that compensates for the units missed and will not be short units needed to graduate or short units needed for the ABET accreditation requirement.</i>	If approved, list both courses on your paperwork opposite the required course. If approved, list the course on your paperwork opposite the required course. Also write "difference in units waived."

APPROVED: _____
Computer Science Course Coordinator *Date*

APPROVED: _____
Computer Science Chair or Associate Chair *Date*

Verification of Equivalency for Non-Articulated Courses

When you want credit for a course you took elsewhere, and the course does not appear on an articulation (transfer) agreement in www.assist.org, follow the steps below. We require verification of equivalency before we approve Restricted Registration Requests, Change of Major Petitions, and Graduation Applications if the course you took is not articulated.

Non-Articulated Computer Science Courses:

- **Obtain a “Computer Science Department Substitution or Waiver Petition for BS Students” in the CSc Department Office, RVR 3018.** Or print it from the web: www.ecs.csus.edu/csc/ (select the link to “Forms”).
- **Attach a copy of your transcript or grade report.** This is necessary because we do not have access to the transcript you had sent to Admission and Records and we must verify your grade. (The copy for us does not need to be official.)
- **Attach a copy of the official course description or outline.** Also, be prepared to discuss what you learned during the next step.
- **Have your proposed substitution approved by the appropriate CSc Course Coordinator.** Note that faculty members are **only** available to evaluate course substitutions during Fall or Spring Semester office hours. Coordinators for lower-division required CSc courses:

CSc 15: Roxalie Jones
CSc 20: Roxalie Jones
CSc 28: Ted Krovetz
CSc 35: Kwai-Ting Lan or Weide Chang
CSc 60: Weide Chang or Chung-E Wang

- **Submit your paperwork to the CSc Department Chair for approval.** Attach it to your Restricted Registration Request, Change of Major Petition, or Graduation Application.

Other Non-Articulated Courses Required for the Computer Science Major:

- **For Math courses, use a “Math Equivalency” form,** also available in the department and on the web. Provide an official description of the course you took and be prepared to discuss what you learned. Have the equivalency form approved by the Sac State Math Department Chair. If you have units to make up, it will be noted on the form.
- **For science or other courses required for the Computer Science major,** obtain a letter of equivalency from the appropriate Sac State department chair. If units need to be made up, that should be noted in the letter.
- **Attach a copy of your transcript or grade report.** This is necessary because we do not have access to the transcript you had sent to Admission and Records and we must verify your grade. (The copy for us does not need to be official.)
- **Submit your paperwork to the CSc Department Chair for approval.** Attach it to your Restricted Registration Request, Change of Major Petition, or Graduation Application.