



Graduate College of Education

Basic Skills Requirement Evaluation Request

Individuals may satisfy the Basic Skills Requirement (BSR) through multiple options. Please review [CTC leaflet](#) for all options for meeting the BSR. If you are choosing an option other than a standardized exam or if you want to combine portions of the exam and coursework, you will need to complete this form. For new credential program applicants, submit this form as part of your admissions application packet. If you are a current credential program student and are applying for your Intern or Preliminary credential, please submit this form to [credinfo@sfsu.edu](mailto:credinfo@sfsu.edu) for review.

You are required to submit copies of official transcripts (front & back) for courses you are using to meet BSR.

Student Information

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_
Email: \_\_\_\_\_ or CalState Apply ID: \_\_\_\_\_
Phone #: \_\_\_\_\_

Credential Program Applying For or Currently Enrolled In: \_\_\_\_\_

Check One:

I have completed the following coursework to meet the BSR.

Courses must meet the following criteria:

- The course was taken at a regionally accredited college or university\*
The course was 3-semester units or 4-quarter units\*\*
The course was taken for academic credit (earned units)
The course was passed with a grade of B- or better or Credit or Pass
The course was degree applicable (AA coursework included)

Reading: course must be in critical thinking, literature, philosophy, reading, rhetoric, or textual analysis.\*\*\*

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_
Course Grade: \_\_\_\_\_ Term: \_\_\_\_\_ Institution: \_\_\_\_\_

Writing: course must be in composition, English, rhetoric, written communication, or writing.\*\*\*

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_
Course Grade: \_\_\_\_\_ Term: \_\_\_\_\_ Institution: \_\_\_\_\_

Mathematics: course must be in algebra, geometry, mathematics, quantitative reasoning, or statistics.

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_
Course Grade: \_\_\_\_\_ Term: \_\_\_\_\_ Institution: \_\_\_\_\_



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I have completed a combination of coursework and exams or a combination of the approved exams to meet the BSR.

Please review BSR Exam List for information about exams and passing scores.

Reading: course must be in critical thinking, literature, philosophy, reading, rhetoric, or textual analysis.

Exam: \_\_\_\_\_ Score: \_\_\_\_\_ Date Passed: \_\_\_\_\_
Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_
Course Grade: \_\_\_\_\_ Term: \_\_\_\_\_ Institution: \_\_\_\_\_

Writing: course must be in composition, English, rhetoric, written communication, or writing

Exam: \_\_\_\_\_ Score: \_\_\_\_\_ Date Passed: \_\_\_\_\_
Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_
Course Grade: \_\_\_\_\_ Term: \_\_\_\_\_ Institution: \_\_\_\_\_

Mathematics: course must be in algebra, geometry, mathematics, quantitative reasoning, or statistics

Exam: \_\_\_\_\_ Score: \_\_\_\_\_ Date Passed: \_\_\_\_\_
Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_
Course Grade: \_\_\_\_\_ Term: \_\_\_\_\_ Institution: \_\_\_\_\_

\* If taken at a college or university outside the United States, the courses must be English based courses and must be deemed equivalent to coursework taken at a regionally-accredited college or university in the United States. Foreign-prepared educators must obtain an evaluation of their transcripts through a Commission-approved Foreign Transcript Evaluating Agency. See Leaflet CL-635 for more information.

\*\* You can use more than one course to meet one content area as long as the total units is 3 or more semester units (or 4-quarter units).

\*\*\* Candidates can use a single course to meet both the reading and writing requirement if they are able to obtain a letter from the English department chair where both courses were taken, that confirms that the single course included significant content in both reading and writing.

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- The option above meets BSR.
The option above does not meet BSR. Please review the leaflet for options on how to meet the BSR.
Additional information required to determine verification of BSR.

Comments: \_\_\_\_\_

Department Chairperson or Admissions or Credential Analyst Name

Signature

Date