



# External Math & English Coursework Evaluation Form

Received:

**STEP 1:** Review the form instructions: [sbcc.edu/teo/mathenglishform.php](http://sbcc.edu/teo/mathenglishform.php)

**STEP 2:** Enter Your Student Information.

Student Name: \_\_\_\_\_ SBCC ID Number:K \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

SBCC Pipeline Email address: \_\_\_\_\_@pipeline.sbcc.edu

**STEP 3:** Complete the following:

Enter your major: \_\_\_\_\_

**STEP 4:** Enter the date your official transcripts were received by SBCC.

Your official transcripts must be on file with Admissions and Records or your request will not be processed.

How to submit you transcripts: <http://www.sbcc.edu/transcripts/incomingtranscripts>

Verify your transcripts were received: <http://www.sbcc.edu/admissions/files/IncomingTranscriptsReceived.pdf>

Date your official transcripts were received by Admissions and Records: \_\_\_\_/\_\_\_\_/\_\_\_\_

**STEP 5:** Enter your math and/or English coursework (College level courses: Grade of C, Pass or Credit where Pass and Credit are a C/2.0 or above. High school level math: grade of C- or above required).

MATH: School: \_\_\_\_\_ Course Number: \_\_\_\_\_ Term Completed: \_\_\_\_\_

ENGLISH: School: \_\_\_\_\_ Course Number: \_\_\_\_\_ Term Completed: \_\_\_\_\_  
(College only)

Check all that apply (leave blank if none):

I need my college transcripts reviewed to clear an assessment hold for math and/or English.

I need my high school transcripts reviewed toward the math competency AA/AS graduation requirement (Area E-1).

I have a Bachelor's degree from a [regionally accredited institution](#).

**STEP 6 (OPTIONAL):** If you have documentation *other than transcripts*, such as AP scores, course syllabi, or course outlines, please attach the documents to this form. If you only have official transcripts, skip to STEP 7.

**STEP 7: Sign and Submit.**

With my signature and submission of this form, I acknowledge the following:

- I have read and understand the information linked in Step 1 above.
- I must check my SBCC Pipeline email account for notifications regarding my request.
- My external coursework is only evaluated toward SBCC subject and/or unit credit and/or for satisfaction of pre/corequisites. Other institutions are not obligated to accept SBCC subject or unit evaluations of external coursework.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

How to submit Your Request Form:

**Online (recommended):** Upload your document to [ShareFile](#) (PDF or photo preferred. *DO NOT submit transcripts to ShareFile or the TEO email address. See instructions under STEP 4.*)

**In person:** Admissions & Records Office - Student Services Building

*Building hours:* Mon & Thurs: 8am-4pm, Tues & Wed: 8am-6:00pm, Fri: 8-1pm

**By mail:** SBCC Transcript Evaluation Office, 721 Cliff Drive, Santa Barbara, CA 93109

Decisions: Notifications will be emailed to your SBCC Pipeline account.

<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> : Approved <input type="checkbox"/> : Denied _____	Banner Entry Date: _____ By: _____
Code(s): _____	Override: _____ Course(s): _____
Notes: _____	