CAL STATE EAST BAY
CREDENTIAL STUDENT SERVICE CENTER

BASIC SKILLS REQUIREMENT (BSR) EVALUATION REQUEST

(BSR will only be reviewed for prospective students applying to or enrolled in a CSU East Bay Credential Program)

PLEASE READ INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING BSR EVALUATION REQUEST FORM

1. Full Name_____ Date of Birth_____ Email Address_____

   Credential Program Name _____ Start term/year_____

2. Bachelor Degree institution _____

   List other schools attended-_____

If you have a degree from outside the U.S., you will need to provide a copy of Foreign Transcript Evaluation for BSR evaluation. If applicable, list foreign transcript evaluation agency _____

3. **READING**
   ☐ Exam_____Test Date_____Score_____ **OR**
   ☐ Coursework (Prefix, #, title)_____Units ____ Sem Qtr Grade(B-or better)_____

   Institution_____Term Fall Sp Wtr Su Year_____

4. **WRITING**
   ☐ Exam_____Test Date_____Score_____ **OR**
   ☐ Coursework (Prefix, #, title)_____Units ____ Sem Qtr Grade(B-or better)_____

   Institution_____Term Fall Sp Wtr Su Year_____

5. **MATHEMATICS**
   ☐ Exam_____Test Date_____Score_____ **OR**
   ☐ Coursework (Prefix, #, title)_____Units ____ Sem Qtr Grade(B-or better)_____

   Institution_____Term Fall Sp Wtr Su Year_____

By submitting this form with required documents, you understand that if approved, it is valid for credential programs offered at CSU East Bay. CTC is the final granting authority of the Basic Skills Requirement (BSR).

Full Name (typed)_____Date_____

Please email questions to credentials@csueastbay.edu with your full name, program name in all correspondence.

OFFICE USE ONLY

Office Comments:

APPROVED

NOT APPROVED   READING   WRITING   MATH

Authorized Signer/Credential Analyst_____Date_____

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PLEASE READ INSTRUCTIONS BEFORE COMPLETING BSR EVALUATION REQUEST FORM

- Prospective students: Email ALL unofficial transcripts, foreign transcript evaluation if applicable, passing test score report if applicable, a copy of your $25 CashNet Department Application fee receipt and this completed form to **credentials@csueastbay.edu**. The subject line of your email should be **Request for BSR Evaluation-program name, application term, last name**.

- Enrolled students: Email ALL unofficial transcripts, foreign transcript evaluation if applicable, passing test score report if applicable, evidence of enrollment in a Credential program (unofficial CSU East Bay transcript), and this completed form to **credentials@csueastbay.edu**. The subject line of your email should be **Request for BSR Evaluation-program name, start term, last name**.

- This form will only be reviewed if the request is complete with required attachments, including, but not limited to all transcripts, test score reports, and Department Application fee receipt, or evidence of enrollment in a CSU East Bay Credential program.

- The results of the BSR evaluation will be emailed to you in up to 4-6 weeks.

- Incomplete BSR evaluation forms and/or requests will be delayed and may be returned for completion, more information, and resubmission.

- Courses must be 3-semester or 4-quarter units, have a grade of B- or better, be non-remedial, be taken at a regionally accredited college or university, or community college), and be degree applicable (AA degree applicable is acceptable). Catalog or course descriptions submitted with your request will help with evaluation.
  *For reading proficiency: a course in critical thinking, literature, philosophy, reading, rhetoric, or textual analysis.
  *For writing proficiency: a course in composition, English, rhetoric, written communication, or writing. (To use the same course for reading and writing, it needs to say rhetoric or you need to get a letter from the English Department Chair stating that the course covers both the reading and writing areas).
  *For mathematics proficiency: a course in algebra, geometry, mathematics, quantitative reasoning, or statistics.

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