

PROCEDURES FOR REQUESTING A TRANSCRIPT EVALUATION FOR THE PURPOSES OF OBTAINING AN ENGLISH SUBJECT MATTER WAIVER FOR THE SINGLE-SUBJECT CREDENTIAL IN ENGLISH

1. You must first submit a formal request to the English department (NH 362) in the form of a letter that includes your contact information (address and telephone number where you can be reached and the best hours to reach you) along with the nature of your request, e.g. you are a student who has been admitted to the credential program and you need a letter of verification that you have completed all subject matter or waiver coursework. If you are requesting a supplemental authorization, you must indicate this in your request letter as the requirements are slightly different.
2. When applicable, you must also attach a check [made payable to Sonoma State University] to cover the fees for the transcript review service. You will NOT be assessed a fee if you are an SSU student; a current People Soft printout will serve to verify your SSU student status. If you are not currently enrolled as an SSU, a \$60 fee will be assessed. Make sure that your application is time/date stamped by the English Department office and that your payment is noted.
3. Include along with your request letter copies of all relevant transcripts (unofficial transcripts will be accepted) containing your English and/or related coursework.
4. Include a self-addressed and stamped envelope so that we may send you a copy of the official waiver approval letter.
5. One of the single-subject credential advisors will sign in your file and begin the evaluation of your transcripts for the waiver. If there are any questions, the advisor will contact you. Please allow one week for this part of the process and an additional week for the waiver letter to be sent to you.
6. Please indicate specifically if you need a letter verifying your in-progress status and we will be happy to provide you with a letter to that effect. No fee is charged for this service.
7. It is highly recommended that you keep a copy of your Subject Matter Competence (or "waiver") letter for future use beyond admission to a credential program. Certification requirements are rapidly changing and you will protect yourself by having as much documentation as possible in the future.

2/20/05