MEETING THE BASIC SKILLS BASIC SKILLS REQUIREMENT (BSR) BY COURSEWORK
INFORMATION AND DIRECTIONS

Coursework in Reading, Mathematics, and Composition may now be used to meet the Basic Skills Requirement in reading, writing, and mathematics. A combination of exams and coursework may also be used. For example, you may meet the math requirement through coursework and have passing CBEST scores on reading and writing.

Courses must have been taken at a regionally accredited college or university for credit, passed with a grade of “B-” or better, be degree applicable, and be either 3 semester or 4 quarter units. Qualifying coursework does not include professional development or continuing education units or in-service training or workshops. Qualifying coursework includes the following:

- **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.
- **For mathematics proficiency**: a course in algebra, geometry, mathematics, quantitative reasoning, or statistics.

A course that does not fall within the indicated areas may still qualify with an additional letter of explanation. If you believe that you have a course that qualifies that is not currently listed on this document, please submit a letter requesting a review to the university registrar and/or relevant department chair of the college or university with the appropriate course description and/or syllabus.

**DIRECTIONS:**

1. Using the required form, complete all personal information
2. Mark whether you plan to meet the BSR by
   a. Courses only to meet all three areas
   b. A combination of the examination and coursework

**Coursework Only**

1. On the form, identify a course for each area and include the grade and the name of the institution.
   a. **For reading proficiency**: a course in critical thinking, literature, philosophy, reading, rhetoric, or textual analysis.
   b. **For writing proficiency**: a course in composition, English, rhetoric, written communication, or writing.
   c. **For mathematics proficiency**: a course in algebra, geometry, mathematics, quantitative reasoning, or statistics.
Courses must:
   a. have been taken at a regionally accredited college or university for credit
   b. passed with a grade of “B-“ or better
   c. be degree applicable (AA or BA/BS)-this is noted in the college catalogs
   d. must have been taken for academic credit (earned units)
   e. be either 3 semester or 4.5 quarter units.
*Professional development or continuing education units or in-service training or workshops does not qualify.

f. **Official Transcripts:** Include official transcripts from all colleges or universities that show the courses you want evaluated (this is required by the CTC). Official transcripts must be unencrypted when uploaded; therefore, it is recommended that you have any electronic transcripts sent to yourself, so that you can download them appropriately before you upload and submit them, as instructed below. **Unofficial transcripts can be used for CSUDH courses.**

g. **Course Descriptions:** If you attended another university or college include course descriptions or hyperlinks to the descriptions from the university or college catalog from the semester the class was taken. You must place the course descriptions and/or hyperlinks in the Comment box on the second page of the evidence form. **Course descriptions are not required for CSUDH courses.**

**Identifying Courses**

- Some suggested **CSUDH Courses** are listed below

- **CSU and Community Colleges:** Search for the courses that were used to meet your general education requirements in composition, critical thinking, and quantitative reasoning. Both lower and upper division courses can be used as long as the course descriptions clearly meet the areas outlined by the CTC. Courses can be done using assist.org for community college courses:
   a. On the assist.org initial page, go to the box on the right labeled “Search below for transferable courses”
   b. Select the academic year in which you took the course
   c. Type in and select the community college where you took the course
   d. Select CSU Transferable Courses then View Transferability Lists
   e. Find the Department (e.g., English)
   f. Find the course that you have identified on your transcript.
   g. If the course is on the list, be certain that it fulfills the criteria provided by the CTC.

- If you did not attend a CSU or do not have the required grade in the general education courses, look for other courses that meet the criteria as detailed above.

**Suggested CSUDH Courses (not an exhaustive list)**

**Reading Proficiency**
ENG 302, ENG 303, ENG 304, ENG 305, ENG 340, ENG 341, ENG 342, ENG 345, ENG 347, PHI 120, PSY 110, MAT 271
Writing Proficiency
ENG 108 AND ENG 109, ENG 110, ENG 111*, ENG 112, All GWAR-certifying courses [e.g., ENG 350, ENG 457, LBS 370 *(effective Sp22), etc.]
*For students who completed ENG 111 prior to the course being replaced.

Mathematics Proficiency
MAT 105, MAT 107, MAT 207, MAT 131, MAT 151, MAT 153, MAT 171, MAT 191, MAT 193, MAT 195

Combination of Exam and Coursework
The Basic Skills Requirement can be met through a combination of applicable courses and qualifying exams. This option is only available through a Commission-approved preparation program. The mixing-and-matching of relevant component or components from all exam options permitted under current law is acceptable. If you have passed individual portions of the CBEST, you should use this option. The passing score on an individual section must be a scaled score of 41.

1. You MUST attach the official document that verifies your passage (CBEST, AP Exams, SAT or ACT). See the CTC information about qualifying scores [here](#).
2. For the areas for which you are using coursework, please follow the directions above.

Submitting Documents for Evaluation
1. Create a folder on your computer and label it with your First Initial, Last Name
2. Save the Evidence Form – PLEASE DO NOT CHANGE THE STRUCTURE OR FORMAT OF THE DOCUMENT NOR DO YOU NEED TO CHANGE THE NAME – as well as all required documents (i.e., score reports and/or official transcripts) in the folder. Please name your documents (e.g. ECC transcript) for easier access.
3. Upload ONE SINGLE folder to the BSR Evaluation Dropbox found at [https://www.dropbox.com/request/C1pUZXvd3f1WQXajbg0v](https://www.dropbox.com/request/C1pUZXvd3f1WQXajbg0v).
4. Plan ahead, if you want to have your coursework evaluated as you need official transcripts and processing can take 4-6 weeks.

If you have any questions, concerns, or need assistance, please contact Dr. Lisa Hutton at lhutton@csudh.edu

**IMPORTANT:** This BSR evaluation form is only valid in the College of Education at CSUDH for admissions and for a credential application at CSUDH. You must follow the guidelines for evaluating your Basic Skills Requirement established by other districts, agencies, or credential programs, if you are hired for employment or choose to attend elsewhere.