



## Meeting Subject Matter by Coursework

### INFORMATION AND DIRECTIONS

Coursework may now be used to meet subject matter for a particular credential type (such as multiple subjects, English, math etc.) instead of CSET or an approved subject matter program. A combination of CSET and coursework may also be used; however, the domains covered by a particular CSET subtest must **ALL** be met by coursework in lieu of taking that subtest.

Courses must have been taken at a regionally accredited college or university for credit, passed with a grade of “C” or better, and be degree applicable. This may include coursework you completed at the community college and the four-year BA/BS institution. In some cases, credential, or MA/MS courses may also be used. Coursework that was not degree applicable (i.e remedial courses, professional development, continuing education courses, or in-service training or workshops may not be used).

You will need official transcripts from all institutions except for CSUDH (this is required by CTC). You may use the same transcripts you uploaded to apply to a COE program. You may use unofficial transcripts for CSUDH.

#### Directions:

1. Download the worksheet that matches the credential you are pursuing and fill in your name, ID, and email.
2. On the worksheet, identify a course or courses for each domain that you are trying to meet through coursework and include the name of the institution. Highlight the corresponding courses on your transcripts. Leave blank any of the domains that have already been met through a CSET subtest.

#### Notes:

- Some domains take multiple courses to fully meet the subject matter requirements.
- The reviewer will suggest courses that may be taken to meet subject matter if someone prefers to take additional coursework instead of taking CSET.

#### Submitting Documents for Evaluation:

1. Create a folder on your computer and label it with your First Initial, Last Name followed by the credential type/subject matter you are seeking (e.g., JToro\_MultipleSubjects or SToro\_Foundational Math)
2. Save the Worksheet –as well as all transcripts in the folder. Please name your documents (e.g. ECC transcript) for easier access.
3. Upload ONE SINGLE folder to the Subject Matter by Coursework Evaluation Dropbox found at <https://www.dropbox.com/request/B1nLAuZ6ARR0AE9ByR5S>

**IMPORTANT:** This subject evaluation form is only valid in the College of Education at CSUDH for admissions and for a credential application at CSUDH.

Please plan ahead. The review may take 6-8 weeks. Some reviews are sent to other departments for review and most reviews take 1-3 hours to complete.

Upload to this Dropbox Folder:

<https://www.dropbox.com/request/B1nLAuZ6ARR0AE9ByR5S>