

TDA Exception Request Instructions & Guidance (Computer Science)

Please read the following carefully before submitting any TDA-related request.

1. Processing Timeline and Results

- **Wait for your TDA to update first:** Before submitting a course articulation or reallocation request, the course must already appear on your TDA. If you recently sent your transcript to CSUF, please allow time for the TDA office to process and update your record.
- **Processing schedule:** Requests are reviewed **once per week**.
- **How you'll receive results:** Decisions will be posted on **TitanNet**. If you have TitanNet notifications enabled, you will also receive a message when your request status is updated.

2. Google Workspace Access Required

You must have your **CSUF email linked to a Google Workspace account** in order to access and complete these forms.

👉 [Instructions: How to link your CSUF email to Google Workspace](#)

3. Automatic Transfer of Courses (No Form Needed)

If there is an **agreement between CSUF and your institution** (for example, using [ASSIST.org](#)), the courses will be **automatically transferred to CSUF** when your transcript is processed through Parchment.

✅ You do **not** need to submit any form here.

📌 See the following Registrar's Office page for more information:

[CSUF Articulation & Transfer Credit](#)

4. Course Articulation Request (No Existing Agreement)

If there is **no agreement in ASSIST.org** for your course, you must:

- 1) Complete a [Course Articulation Form](#).

Domestic Course Articulation Form: to articulate courses from accredited U.S. institutions of higher education.

International Course Articulation Form: to articulate courses from institutions of higher education outside of the United States of America.

- 2) Prepare and attach the following documents:
 - a) Course syllabus
 - b) Copy of your transcript (unofficial is fine for this step)
- 3) Fill out the [Google Form \(GForm\)](#) provided.
- 4) Upload all required documents using the GForm.
- 5) Send your **official transcript** to the TDA Office (via mail or eTranscript) if you haven't done so.

 You must **submit separately for each course** you are requesting.

Course Equivalency Evaluation Criteria

When reviewing course articulation requests, the Department follows these criteria:

- The “from course” must cover at least **two-thirds** (2/3) of the topics included in the “to course.”
- Using the same textbook as the CSUF course is preferred but not required.
- For 100-level and 200-level courses: **the primary programming language must match.**
Example: A Python programming course cannot be articulated to CPSC 223C (C Programming).
- For 300-level and 400-level courses: the primary programming language may differ, provided the course content aligns sufficiently

5. Course Reallocation Request

The [Course Reallocation Form](#) is used to request that the Department move a course already on your TDA into the correct category. Common cases include:

- Advisor-approved electives not automatically recognized by the TDA system.
- Catalog year changes.
- Transferred courses placed in “Uncategorized” or the wrong category.

 Do **not** use this form for **course articulation/equivalency evaluation** requests.

6. Requests for Non-CPSC Courses

Per university policy:

- The Department of Computer Science can only evaluate **CPSC courses**.
- **Only the course-owning department** can determine equivalency of their courses.

 If you need a **non-CPSC course** evaluated (for articulation/transfer purposes):

- Contact the course-owning department directly.
- If approved, the course-owning department will submit a TDA update request.

Example: If you want to articulate a course you took at a community college to **MATH 170B**, you must contact the **Math Department** for a course articulation request. They will evaluate the equivalency of the two courses, and if approved, the Math Department will send a TDA update request on your behalf.

7. We do not accept credit transfer to CPSC 490, CPSC 491, CPSC 499, EGGN 495 from another CSUF college or an outside institution.

8. Math/Science Elective Requirement

For Math/Science elective requirements, we only accept courses that are listed on TDA or university catalog.

You will need to contact the course-owning department for a course articulation request.

The course-owning department will send a course equivalency request to the TDA office if they believe the two courses are equivalent.

For example, if your catalog year is Fall 2025, the list is:

BIOL 101,101L,151,152 CHEM 120A,120B,123, CHEM 125 GEOL 101,101L,201,201L
PHYS 226, PHYS 226L,227,227L MATH 250A,250B

9. For non-CS majors or minors (e.g., Computer Engineering, etc.):

The Department of Computer Science can ONLY evaluate the course equivalency of courses owned by our department (i.e., **CPSC courses**). For courses outside of Computer Science, you must contact your **major advisor** to submit a course reallocation request.

10. Study Abroad (SAGE) Program Credit Transfer Requests

If you have completed courses through the **Study Abroad Global Exchange (SAGE)** program ([learn more here](#)), please follow the **same process and rules used for international course articulation requests**.

- If no agreement exists for your SAGE program course(s):
 - Submit the **SAGE Transfer Credit Form**.
 - Attach the following:
 - Course syllabus from the host institution
 - Copy of your transcript (unofficial is fine for this step)
 - Upload the documents and complete the required [Google Form \(GForm\)](#).
 - Request that your **official transcript** from the host institution be sent directly to CSUF (mail or eTranscript).
 - ⚠ Submit a separate request for each course you wish to articulate.
- **Important:** If you plan to complete courses through the SAGE program, you must be aware that **the courses may not be transferred**. Final transferability is subject to evaluation and approval. The evaluation criteria is the same as a normal course articulation request.
- **Non-CPSC courses:**
 - The Department of Computer Science can **only evaluate CPSC courses**.
 - For non-CPSC courses taken abroad (e.g., Math, Physics, Business), you must contact the **course-owning department** for evaluation. If approved, that

department will submit a TDA update request.

- **Processing timeline:**
 - The same as **non-SAGE requests**:

11. TDA Exception for Unit Deficiency (Graduation)

Per Department of Computer Science policy:

- **Unit deficiency less than 1 unit:**

If you have completed or transferred all required courses listed in a specific category, the Department will **waive a deficiency of less than 1 unit** during the graduation check.
- **Unit deficiency equal to or greater than 1 unit:**

You must **take or transfer additional coursework** to make up the missing units. The Department cannot waive deficiencies of 1 unit or more.

Example:

If you have taken or transferred all required math courses in the **CPSC/MATH category** and earned **17.6 units** when **18 units are required**, the Department will waive the **0.4-unit deficiency**.

However, if you have earned only **17 units**, you must take an additional math course or transfer at least **1 unit of math credit** to meet the requirement. The additional math course or transferred math units can be **any college-level math course**, and you will need to submit a **Course Reallocation Form** after completion.

For **unit deficiencies of less than 1 unit**, you do not need to take any action. The **Undergraduate Program Coordinator** will request a waiver of the deficiency during the **graduation check** once you have applied for graduation.

12. Substitution for CPSC 120A/L and CPSC 121A/L

Per Department of Computer Science policy:

- You may take an **additional CPSC 223* course** or **any upper-division CPSC elective** as a **substitute** for **CPSC 120A/L or CPSC 121A/L**.
- After you have successfully completed the substitute course, you must submit a **Course Reallocation Form** to have the units properly allocated on your TDA.

 **Important:** The substitution is not automatic. Your TDA will only be updated after the reallocation form is submitted and processed.

13. Using a Transferred Course as a Substitute

If you wish to use a **transferred course** as a substitute for **CPSC 120A/L or CPSC 121A/L**, you must complete the process in two steps:

1) **Course articulation request:**

- a) First, you must submit a **Course Articulation Request** to have the transferred course evaluated for equivalency with a CSUF CPSC course (Follow Policy Item 4 for details).

2) **Course reallocation request:**

- a) If the articulation request is approved and the transferred course is recognized as a CPSC course, you may then submit a **Course Reallocation Form** to substitute it for **CPSC 120A/L or CPSC 121A/L** (Follow Policy Item 5 for details).

14. TDA Exception Requests for Graduation Check Requirements

If your **TDA exception request** is intended to fulfill a **graduation check requirement**, you must:

- 1) **Follow the same policies and procedures** outlined for submitting an articulation or reallocation request.
- 2) **Add a note** in your submission clearly stating that *“This articulation/reallocation request is for fulfilling a graduation check requirement.”*

 This note helps ensure that your request is reviewed in the context of your graduation clearance. Without it, processing of your request may be delayed.

15. Guidelines for Using Computer Science Courses to Fulfill Technical Electives

1) **Follow the University Catalog for Program Requirements**

- a) Your official program requirements are determined by your **catalog year**. Always refer to the [University Catalog](#) to verify which courses are approved as technical electives.

2) **When Courses Are Listed in the Catalog but Missing on Your TDA**

- a) If a course is included as a technical elective in your catalog year but does not appear on your TDA, this is considered an **error**.
- b) In this case, you may submit a **Course Reallocation Form** to move the course into the correct elective category on your TDA.

3) Using Courses Added in Later Catalog Years

- a) If your catalog year is **prior to the year when a course was added** as a technical elective, you may request to count it toward electives.
- b) To do so, submit a **Course Reallocation Form** to have the course applied as an elective.

4) Using Courses Removed in Later Catalog Years

- a) If your catalog year is **later than the year when a course was listed** as an elective, and the course is not included in the University Catalog for your catalog year, this means the course has been **removed from electives**.
- b) In this case, the Department will **not approve TDA exceptions** to add the course back to your electives.

16. Substitution Guideline: MATH 170B ↔ MATH 250B

Students are permitted to use **CSUF: MATH 250B** as a **substitute** for **CSUF: MATH 170B**.

- To apply this substitution, please submit a **Course Reallocation Request** to have the course properly reflected on your TDA.

Important:

If you completed a **community college course** that you believe is equivalent to **CSUF: MATH 250B**, the equivalency must first appear on your TDA.

- This can occur either through your official **Parchment transcript evaluation** or through an approved **course articulation request** from the **Math Department**.
- Once the equivalency to **MATH 250B** is verified on your TDA, you may then request the substitution to fulfill **MATH 170B**.

17. TDA Exception for CPSC 465

Due to a **system error**, **CPSC 465** (taken in **Fall 2024** or **Spring 2025**) may not appear correctly on your **Titan Degree Audit (TDA)**.

To fix this issue, please submit a **Course Reallocation Form**. After approval, your TDA will show **CPSC 465** correctly as a **Computer Science elective**.

18. CSU Fully Online Program Courses

The **Department of Computer Science** currently has **no courses associated with the CSU Fully Online Program**.

We are not offering **fully online courses** within our undergraduate programs at this time.

Additionally, there are **no course articulation agreements** between the CSU Fully Online Program and the CS Department.

Therefore, we generally **do not support any course articulation requests** originating from the CSU Fully Online Program.

19. Cross-Institution or “Chain” Articulation Requests

We occasionally receive requests for “cross-articulation” or “chain-articulation,” where a student asks to articulate courses **between multiple non-CSUF institutions** (for example, between Mt. SAC and De Anza College).

Unfortunately, the Department of Computer Science can **only evaluate articulation requests that are directly “to CSUF.”**

We are **unable to evaluate or recognize** articulation cases **between other institutions**, even if both schools are part of the CSU or California Community College systems.