



Planning Form: Off-Campus Completion of Courses

Developmental Studies Office
ADM 211
developmentalstudies.sfsu.edu

Per Executive Order 665, students must complete their developmental coursework in English and math within their first two semesters (Fall, Spring) at SF State. Students who fail to do so will not be able to enroll at SF State until they complete this requirement at another school. Students must do the following:

1. Meet with a staff member from the Developmental Studies Office (develops@sfsu.edu)

At this meeting, students will be instructed to do the following:

2. Confirm they currently have a GPA of 2.0 or higher. If not, extra steps will be assigned.
3. Complete this form, take a photo for your records, and return it immediately to Developmental Studies (develops@sfsu.edu or ADM 211).
4. Work with an advisor at ADM 211 or at develops@sfsu.edu to determine the correct course(s) to take off campus to fulfill your requirements.
5. Complete any orientation, placement tests, and any other required steps to enroll in a community college's (or other CSU's) equivalent course.
6. Earn a C or better in those courses within two consecutive semesters of not meeting developmental requirements. (Winter and summer semesters do not count).
7. After earning the C or better, email a digital version of an unofficial transcript with your name, SF State ID number, and brief message to develops@sfsu.edu.
8. Confirm with an advisor that you have an SF State GPA of 2.0 or above.
9. Have an official transcript sent to SF State.
10. Complete steps 2 through 8 within two consecutive semesters of leaving SF State (not including winter or summer) and ideally in time for easy registration for your return.



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STUDENT INFORMATION:

_____ Date

_____ Name (Last, first, middle initial)

_____ SF State ID Number

_____ Street address, City, ST, ZIP Code

_____ Major

_____ Primary phone number | Other phone number

_____ Email address

____ Initial here to opt into receiving text messages from Developmental Studies and Academic Advising

Requirement(s) to Fulfill (Check all that apply):

_____ English 114 Equivalent

_____ Math 60 Equivalent

_____ Math 70 Equivalent

Anticipated School and Course(s):

School: _____

Course(s): _____

Anticipated Return

_____ Fall

_____ Spring

_____ Year

_____ Student Signature

_____ Date

_____ SF State Representative

_____ Date

*This form is only to be used for students leaving 1 or 2 semesters to complete their Developmental Studies Requirements.