I. TAA APPLICATION PROCESS TIMELINE

June 1, 2007  Contract writing begins.

October 1, 2007  SJSU will begin accepting TAAs and community colleges will submit a list of counselors and TCD who are eligible to submit TAA contracts.

November 15, 2007  Postmarked deadline for submission of TAAs and CSU Mentor online application. SJSU will stop accepting TAAs when a total of 900 TAAs have been received or when postmarked after November 15, 2007, whichever comes first. Contracts and application confirmation pages must be submitted together.

December 7, 2007  Deadline for SJSU to notify transfer center directors of contract approval. Initial admission notification to students will be done via email.

II. REQUIRED DOCUMENT CHECKLIST

In order for SJSU to accept a TAA Contract, the following documents must be submitted by November 15, 2007:

- Must see a community college counselor.
- CSU Mentor online admission application. Paper applications will NOT be accepted for TAAs.
- TAA Contract
- CSU Mentor online application confirmation page

TAA packets must be submitted to:

ATTN: TAA PROGRAM
Visitor Relations & Admission Counseling
San José State University
One Washington Square
San José, CA 95192-0014

The following should be submitted by student directly to the Office of Admissions, San José State University, One Washington Square, San José, CA 95192-0016:

- Official transcripts from all post-secondary institutions previously attended. Submit by Feb. 3, 2008
- Official transcripts from current community college(s). Submit after Fall 2007 grades are posted or by Feb. 3, 2008
- Official TOEFL score if student has fewer than 3 years of full-time study (combination of high school and college) where the primary language of instruction is English. Submit by Feb. 3, 2008.
- Official Advanced Placement, CLEP or other tests scores, if applicable. Submit by Feb. 3, 2008.
- A copy (front and back) of I-94, if applicable, or other immigration documents if student has not received an Alien Registration Card or “green card.” Submit IMMEDIATELY or attach to Contract.
- General Education Certification should be sent with final transcript.

Incomplete packets will not be accepted. All application materials from incomplete packets will be returned to the TCD with an indication of what is missing. Resubmissions will be held to the same deadlines as all other TAAs (i.e. SJSU will accept no more than 900 TAAs and/or TAAs postmarked after November 15, 2007 whichever occurs first). All TAAs that do not meet
III. ELIGIBILITY GUIDELINES

1. TAAs should only be written for students whose first-choice campus is SJSU. TAAs will be written for all qualified applicants; however, the target population is students who are underrepresented at the CSU (African Americans, Chicanos/Latinos, and Native Americans).

2. TAAs will only be accepted for admission for Fall 2008 semester.

3. TAAs will only be accepted for students that are currently enrolled for Fall 2007.

4. TAAs will only be accepted with the online CSU Mentor application.

5. All TAA students need to submit CSU Mentor online application confirmation page with contract.

6. TAAs will not be accepted if students have filed an application for the Spring 2008 term.

7. TAAs will only be accepted if accompanied by all supporting documents required.

8. TAAs will not be accepted for non-residents of California, including F-1 or J-1 international student visa holders.

9. TAAs will not be accepted for students with any post-secondary coursework completed outside the US.

10. TAAs will not be accepted for students who have previously matriculated at SJSU, including those disqualified from SJSU. Open University coursework is acceptable.

11. TAAs will not be accepted for students who have been disqualified from another institution unless students document that the disqualification has been cleared (see Section V, page 4 for explanation).

12. TAAs will not be accepted for students who already have baccalaureate or graduate degrees.

13. **By the time the Contract is written**, students must have completed a minimum of 30 semester/45 quarter CSU transferable units with an overall minimum 2.00 GPA.

14. **By the end of the Spring 2008 semester/quarter**, students must complete the following:
   - One course in each of the four basic skills with a “C” or better
     - CSU GE Area A-1--Oral Communication
     - CSU GE Area A-2--Written Communication
     - CSU GE Area A-3--Critical Thinking (except students declaring any Engineering major on their admissions application)
     - CSU GE Area B-4—Mathematics/Quantitative Reasoning

15. **By the end of the Summer 2008 semester/quarter**, students must complete:
   - A total of 60 semester/90 quarter CSU transferable units with an overall minimum 2.00 GPA.
   - 30 semester/45 quarter units of CSU General Education coursework with “C” grades or better.
16. TAAs cannot be accepted for any impacted majors. **Nursing is impacted for Fall 2008.** If other majors become impacted, transfer center directors will be notified immediately.

### IV. THE TAA CONTRACT

TAAs will only be accepted on the approved contract form. The contract should be in NCR triplicate for the student, transfer center director, and SJSU Admissions Office. At your end of the process, it will help verify admissions and TAA eligibility. We will use it to track the applicants and to reassure eligibility, as well. An approved and signed contract will be returned to the transfer center directors. Those not approved or with problems will also be returned and worked on a case-by-case process.

**CSU General Education/IGETC Certification**

The Contract will no longer serve as a CSU General Education/IGETC Certification. The GE Certification should be sent directly to SJSU when appropriate, usually with final transcript.

In order for SJSU to honor the CSU GE Certification, all courses on the Contract must be approved GE courses at the time they were taken. If a Contract includes courses from another institution, it is the responsibility of the TCD to verify with the catalog and/or ASSIST that the pass-along is qualified. **If ASSIST does not have the information for the year and course being used, then the course must be verified using the issuing institution’s catalog for the correct year.**

SJSU will verify according to catalogs and ASSIST that the course has been certified correctly. If SJSU cannot verify the course, the burden is on the TCD to provide SJSU with documentation justifying the pass-along. A letter will be sent to the TCD allowing two weeks for the TCD to supply SJSU with the appropriate documentation. Once received, SJSU will determine, based upon the documentation, if the course can be used. If the course has been certified incorrectly, a second letter will be sent to the TCD and the student, explaining the course deficiency. If the course is in one of the four basic skills areas, the student will have two weeks to submit a plan to make up the deficiency in order to qualify for admission.

If the student is following the IGETC Certification process, the Contract must reflect the courses as they are used in the IGETC areas. **Because some courses approved in IGETC areas 1 & 2 do not meet the CSU GE areas A & B4, the student should be advised that if they do not complete the IGETC in it’s entirety, or approved IGETC-2 by community college campus, they may become ineligible for admission to SJSU.**
V. **TRANSCRIPT EVALUATION (Prior to submitting the Contract)**

Please consider:
All CSU transferable courses completed through Summer ’07 where the student has received a passing grade are used in the total transferable unit calculation, which should appear on the Contract as follows:

Total CSU transferable units completed as of the end of Summer 2007:   _______sem. /qtr.  Transferable GPA:  ____

SJSU will calculate the following totals in order to verify the student’s eligibility:

- **Units Planned** = total CSU transferable units for prior, in progress and planned coursework must be equivalent to 60 or more units.

- **Units Completed** = total CSU transferable units where the student received credit/units, including credit courses.

- **Quality Units** = total CSU transferable graded units used in the GPA calculation, including courses where an “F” was received. Credit/No Credit courses will not be included in this total.

- **Quality Grade Points** = the grade points are calculated for all quality units according to the issuing institution’s grading policy.

\[ \text{GPA} = \frac{\text{Quality Grade Points}}{\text{Quality Units}} \]

Students who have been disqualified, dismissed, or otherwise deemed ineligible to reenroll at any institution (and is so noted on transcripts) will only be eligible if they have completed a minimum of 1 transferable semester unit at the community college and has a 2.0 combined GPA from all institutions attended by the time the Contract is written.

VI. **THE REGISTRATION PROCESS AND THE FOUR BASIC SKILLS**

Students who are accepted through the TAA program are given priority registration for their first semester at SJSU **if the four basic skills courses are completed by Fall 2007**. In order for SJSU to honor this, students must submit official transcripts showing “C” grades in all four basic skills courses by February 3, 2007. If any of the four basic skills courses are in progress during Spring 2008, students should submit official transcripts upon completion of courses directly to SJSU’s Transfer Coordinator in order to expedite the registration process. The four basic skills courses must be completed by the end of the Spring 2008 term to guarantee admissions for Fall 2008. We hold the right to withdraw admissions even if the four basic skills courses will be completed in the summer 2008.

SJSU will notify, through our online student services website [http://my.sjsu.edu](http://my.sjsu.edu), when registration appointments are assigned.
VII. “DISENROLLMENT” AND “WITHDRAWAL OF ADMISSION”

All students must submit final official transcripts and other documents by July 13, 2008 in order to complete the admission process. SJSU will verify successful completion of all admission requirements and the fulfillment of the TAA Contract at this time.

Per San José State University policies, students who do not complete all admission requirements will have their offer of admission withdrawn.

If fall 2008 applicants are found ineligible, and if they have registered for fall semester, they will be disenrolled from all classes. This may affect their Financial Aid, Housing, or other campus arrangements.

Students must meet the terms of the TAA Contract in order to ensure their admissions eligibility.

VIII. CONTRACT CHANGES

A “Change of Contract Form” is not needed. If there are changes in the student’s schedule after December 7, official transcripts reflecting schedule changes must be submitted to the Office of Admission. It is the responsibility of the student to meet with their community college counselor to verify that this change will not jeopardize the following minimum admissions requirements:

- 60 transferable semester/90 transferable quarter units,
- 2.00 minimum GPA on transferable work,
- And the four basic skills courses with a “C” or better by Spring 2008.

If the TAA contract is denied, then you will be able considered for regular admission if the student still meets the minimum requirements. SJSU will verify admissions eligibility when all final transcripts are received and apply the appropriate policy stated in the guidelines if minimum requirements are not met.

IX. PARTICIPATING COMMUNITY COLLEGES

1. Allan Hancock College
2. Cabrillo College
3. Cañada College
4. Chabot College
5. City College of San Francisco
6. College of San Mateo
7. Cuesta College
8. De Anza College
9. Diablo Valley College
10. Evergreen Valley College
11. Foothill College
12. Gavilan College
13. Hartnell College
14. Las Positas College
15. Merced College
16. Mission College
17. Modesto Jr. College
18. Monterey Peninsula College
19. Ohlone College
20. San José City College
21. Santa Rosa Jr. College
22. Skyline College
23. West Valley College