

## SJSU Studies (Area R, S, & V) Equivalent Course Guidelines

There is no formal petition for SJSU Studies Equivalent Course. Please note we recommended passing the WST before submitting an equivalency request. In addition, SJSU Studies courses need to be taken in residence at SJSU for Upper Division General Education (UD GE) credit.

1. Student must meet with a GE or Major advisor to discuss course learnings outcomes if similar to SJSU Studies (e.g. writing requirements minimum). There are no advisor in the Undergraduate Studies Office.
2. Student must submit the following:
  - a. Personal Statement explaining request, include the SJSU Studies Area that you are seeking equivalency, full name, SJSU ID, and contact information (email & phone).
  - b. Submit a course description from the year the course was taken and that course is consider an upper division (junior level course). For international courses, course description must be translated to English.
  - c. GE check list from the College where course was taken.
  - d. If possible, submit a course syllabus. For international courses, Syllabus need to be translated to English.
  - e. Submit a copy of the schools transcript (unofficial okay) highlight courses.
  - f. Student must submit proof of passing the WST. If the Graduation Writing Requirement was taken at another CSU, please provide proof.
  - g. Please note:
    - i. Lower division courses will not be approved for SJSU Studies.
    - ii. International, out of state, and non-CSU courses are very rarely approve.
    - iii. Courses that are not consider a UD GE at any CSU are rarely approved
  - h. For all Area Z (100W) equivalent course request, students must use **The Written Communications II Petition** (<http://www.sjsu.edu/gup/allForms/index.html>).
3. In all cases, an advisor must first look over the completed package.

**Advisor Guidelines:** Advisor can complete the Miscellaneous Petition for these requests. Submit petition and package to Undergraduate Studies, ADM 159 (zip 0030).

**\*Please note, a formal petition is being develop for these request, until then please use the Miscellaneous Form.**