



## English Placement Test Requirement (EPT)

### INSTRUCTIONS:

1. Only for undergraduate students who have been formally admitted to and enrolled at SJSU for at least one semester. If you have completed equivalent placement tests, lower division composition courses (with a C or better), or developmental/preparatory composition courses, you may apply for a waiver of the EPT so that you may enroll in English 1A, 1B, or the Humanities Honors Program (HUM 1AB, 2AB).
2. Consult the online *Schedule of Classes* for information on automatic waivers of the EPT.
3. Failing test scores require completion of approved developmental coursework.
4. If you are requesting a waiver or equivalency for lower division composition courses, please submit the *Written Communication IA/IB Petition*.
5. Completely fill out this form. Requests will NOT be accepted if any attachments or signatures are missing.
6. Attach a statement explaining your request and why you are making it.
7. Attach ALL required documentation.
8. Turn your petition into the English Department along with a self-addressed, stamped envelope.
9. The English Department will return the petition to the Undergraduate Studies Office, which will mail a copy, without attachments, to the student.

SJSU Student ID Number \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Complete Address \_\_\_\_\_

Email \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Major \_\_\_\_\_ Major Advisor \_\_\_\_\_

Student Signature \_\_\_\_\_ Date Entered SJSU \_\_\_\_\_

Complete at least one of the following

1. Course title/prefix/no. \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_ Term taken \_\_\_\_\_

2. Writing test \_\_\_\_\_ Score \_\_\_\_\_

School \_\_\_\_\_ Term taken \_\_\_\_\_

### REQUIRED ATTACHMENTS (photocopies are acceptable)

- Complete transcripts (with writing courses and tests highlighted)
- Statement explaining your request and why you are making it
- PeopleSoft Degree Progress Report
- Record of writing test results (if taken)
- Catalog descriptions of writing courses and tests

### FINAL DECISION

Approved     Denied     Other

Comments:

Director of Composition \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY: Original : records	Copy: student
_____ PeopleSoft Comments (must be initialed)	1/07