

Petition for American Institutions Equivalent Course -- Instructions (page 1)

Your petition will not be processed if you are not using the current form. Please check <http://www.sjsu.edu/ugs/students/petitions/list/> to be certain that you are using the most recent version of this petition.

This petition is only for undergraduate students who are matriculated (admitted and enrolled) at SJSU. Use this petition only if you have completed or plan to complete coursework that satisfies one or more of the State of California American Institutions (AI) requirements. Note that the course(s) need not be identical to an SJSU course in the particular AI Area, but it must address the content objectives and learning outcomes of the particular Area. You may not petition for equivalency of a course from a California Community College (CCC) or another CSU; articulation agreements define all such course equivalencies. For CCC courses, see <http://www.assist.org>. For a CSU course, contact the CSU for their approved list during the time period when the course was taken.

U.S. History, U.S. Constitution, California State and Local Government. State law requires all students graduating from a CSU campus to demonstrate knowledge of these three areas, also referred to as the American Institutions and Ideals, the Title 5, or the "state code" requirement. There are several two-semester course sequences at SJSU (eg, HIST/POLS 15A & 15B) that satisfy all three AI areas and in addition satisfy GE Areas D2 & D3. CAUTION: In general, half of such a course sequence will not match with a partial course sequence from another institution to satisfy the F1/F2/F3 requirements, and only courses taken in California can meet the F3 requirement. Your petition must show how you have satisfied or plan to satisfy all three of these Area F requirements.

In all cases, the following are REQUIRED:

- (1) Form completely filled out
- (2) Required signature and recommendation from the Chair (or designee) of either the History Department or the Political Science Department at SJSU
- (3) Personal statement
- (4) Supporting evidence/documentation (minimally a catalog description from the year when the course was taken, ideally a syllabus as well)
- (5) Transcripts from SJSU and the institution where the coursework was taken, with the relevant course(s) highlighted (unofficial transcripts are OK) [Note: The official transcript showing the course you are petitioning must have been submitted at the time of admission, or prior to submitting this petition if taken concurrently with SJSU coursework]
- (7) Page 1 of current Degree Progress Report
- (8) Self-addressed stamped envelope (you will not receive notification if this is missing or incomplete)

Other ways to satisfy American Institutions requirements include Challenge Exams (see current Schedule of Classes for information), Credit by Examination <<http://artic.sjsu.edu/static/catalog/cbe.html>>, or a waiver exam (no unit credit will be granted). Waiver exams are administered by the Testing Office <<https://testing.sjsu.edu/tofficeinfo.html>>. This petition is inappropriate for any of these other options.

Petition for American Institutions Equivalent Course -- Form (page 2)

SJSU ID _____ Name (print) _____

Phone (cell preferred) _____ Email address _____

Student Signature _____ Major _____

Course/Exam information: (1) One American Institutions course or exam in each section, (2) A course may be listed in more than one section; & (3) Include SJSU coursework

Area F1 (US History)

Dept & Course # (eg, HIST 170) _____ Number of units _____ Grade _____

Course Title _____ Term (eg, Fall 09) _____

College/University where course was taken _____

Area F2 (US Constitution)

Dept & Course # _____ Number of units _____ Grade _____

Course Title _____ Term (eg, Fall 09) _____

College/University where course was taken _____

Area F3 (CA Government)

Dept & Course # _____ Number of units _____ Grade _____

Course Title _____ Term (eg, Fall 09) _____

College/University where course was taken _____

Please indicate YES or NO for each of the required items for submission of a completed petition		
YES	NO	Required Items:
		This is the current version of the petition (http://www.sjsu.edu/ugs/students/petitions/list/)
		Required recommendation & signature
		Your personal statement
		Supporting evidence/documentation
		ALL required transcripts with relevant courses highlighted
		Page 1 of your Degree Progress Report
		Self-addressed stamped envelope
		All the information I have provided in this petition is truthful and complete
<p>Incomplete petitions will not be processed unless you provide an explanation for all of the above items that are indicated NO:</p>		

Reviewer Recommendation (circle one):

APPROVE

DENY

Comments (optional):

Reviewer Name (print)

Signature

Date

Phone

STUDENT must collect from REVIEWER then submit to the Undergraduate Studies Office, Administration 159

Associate Dean, UGS (Final Decision):

APPROVE

DENY

OTHER

Comments (optional):

Associate Dean (or designee) Signature

Date

CMS DATA ENTRY / DATE