

Petition for CORE GE 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. Use a separate petition for each request.

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 the requirements of a particular GE Area. Note that the course(s) need not be identical to an SJSU course in the particular GE Area, but it must address the content objectives and learning outcomes of the particular GE 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. Equivalencies for Basic Skills (A1, A2, A3, B4) and English 1B (C3) will not be granted unless passed with a grade of C or better (C– not included).

In all cases, the following are REQUIRED:

- (1) Form completely filled out
- (2) Required signature and recommendation as specified (* Exceptions: Areas A3 and E):

<u>CORE GE Area</u>	<u>Reviewed by</u>
A1 (Oral Communication)	Department Chair, Communications Studies Dept; or designee
A2 (Written Communication IA)	Director of Composition, English Department
A3 (Critical Thinking)	* Assigned by UGS after petition has been submitted
B1 (Physical Science)	Associate Dean, College of Science; or designee
B2 (Life Science)	Associate Dean, College of Science; or designee
B3 (Laboratory Science)	Associate Dean, College of Science; or designee
B4 (Mathematical Concepts)	Department Chair, Mathematics Department; or designee
C1 (Arts)	Associate Dean, Humanities & Arts; or designee
C2 (Letters)	Associate Dean, Humanities & Arts; or designee
C3 (Written Communication IB)	Director of Composition, English Department
D1 (Human Behavior)	Associate Dean, College of Social Sciences; or designee
D2 (Comparative Systems)	Associate Dean, College of Social Sciences; or designee
D3 (Social Issues)	Associate Dean, College of Social Sciences; or designee
E (Human Understanding & Development)	* Assigned by UGS after petition has been submitted

- (3) Personal statement
- (4) Supporting evidence/documentation (minimally a catalog description from the year when the course was taken, ideally a syllabus and GE program information from the institution as well)
- (5) Writing sample(s) if petitioning for Area A2 or Area C3 (Written Communication IA or IB)
- (6) 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 CORE GE Area 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 (only for Area A3, Critical Thinking, in CORE GE; no unit credit will be granted and additional units may be required for completion of CORE GE). Waiver exams are administered by the Testing Office <<https://testing.sjsu.edu/tofficeinfo.html>>. This petition is inappropriate for any of these other options.

