

Petition for Exception to Restriction on SJSU Studies Courses
(Areas R, S, V) with the Same Departmental Prefix
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.

Since 2005, the SJSU GE Guidelines have required inclusion of the following statement on all greensheets for courses in Areas R, S, and V: ***“Courses to meet Areas R, S, and V of SJSU Studies must be taken from three different departments, or distinct academic units.”*** The likelihood of having this petition approved will be based on one or more of the following criteria.

- (1) If one or more of the greensheets with the same departmental prefix did not include the required statement, then your petition will be approved.
- (2) Many R, S, and V courses are cross-listed. If the home departments are different, then your petition will be approved. [Note: The home department is the one with the full course description in the catalog, e.g., PHIL 186 (home department) and BUS 186 (cross-list department).]
- (3) If you filed for graduation at least one year prior to your graduation date, but did not receive your graduation worksheet (notifying you of the need to have SJSU Studies courses with different departmental prefixes) prior to the start of classes for your final semester, then your petition will be approved.
- (4) If you can provide documentation of inaccurate advising information from a designated advisor or official website, then your petition will be approved. In such cases, the advisor will be required to confirm your account and guarantee that future students will receive information about this policy.
- (5) Grades matter. Your petition will receive stronger consideration if your grades in SJSU Studies courses have been excellent.
- (6) Extenuating circumstances, such as delay of graduation, will be taken into consideration, but will not automatically guarantee approval of your petition.
- (7) If the courses with the same prefix are also courses being used to fulfill major or minor degree requirements, then your petition will be most likely NOT be approved.
- (8) Incomplete petitions will not be considered. If you are petitioning on the basis of criteria 1–4 (above), then documentation is only needed to support that reason for your petition. Greensheets are required in all cases.

You must submit directly the Office of Undergraduate Studies (UGS), ADM 159. Include a self-addressed stamped envelope (SASE) if you would like a COPY of the petition once a final decision has been made.

