

## **Petition for Written Communication II (100W) -- 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.

The CSU junior level writing requirement is known as the “Graduation Writing Assessment Requirement” (GWAR). At SJSU, the GWAR is satisfied by (1) passing the Writing Skills Test (WST) or passing (with a C or better) a designated course that provides an alternative demonstration of writing competency (see <http://www.sjsu.edu/ugs/students/WST/>); and (2) passing (with a C or better) a course that satisfies Area Z (100W). (Graduate students must also satisfy the GWAR, but they must request equivalence from the Office of Graduate Studies and Research.)

This petition is for undergraduate students who have been formally admitted to and enrolled at SJSU for at least one semester. If you completed an upper division composition course or can demonstrate exceptional writing ability (e.g., published expository writing), you may request prior satisfaction of the Written Communication II requirement. If you have completed the Graduation Writing Assessment Requirement (GWAR) at another CSU, this GE requirement is automatically fulfilled; however your major department may require you to take a particular 100W class as part of the degree requirements in that major regardless of previous experience. Coursework already given credit in GE Area A2 (English 1A) or Area C3 (English 1B) may not be used as a basis for this petition.

NOTE: A very high WST score earns a waiver of the SJSU 100W requirement, with the caveat that a major degree program may require a particular 100W course as part of the major (see <https://testing.sjsu.edu/twtsscr.html>). If this petition is approved and you have not yet taken the WST, there is no need to do so, but such approvals without a WST score are very rare.

**Submit your completed petition to the Department of English and Comparative Literature (Faculty Office Building 102). The Department of English and Comparative Literature will forward the petition to the Office of Undergraduate Studies.**

### **In all cases, the following are REQUIRED:**

- (1) Form completely filled out
- (2) Required signatures and recommendations as specified
- (3) Personal statement
- (4) Scores on writing tests (e.g., the WST)
- (4) Supporting evidence/documentation (minimally a catalog description if petitioning on the basis of prior coursework; ideally a syllabus and GE program information from the institution as well)
- (5) Writing sample(s)
- (6) Transcripts from SJSU and the institution where any relevant coursework was taken, with the 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)

