



Written Communication 1A/B

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 or want to complete equivalent lower division composition courses, or you have taken higher level courses based on placement tests, or you have demonstrated exceptional writing skills, you may petition to have these requirements satisfied. If your satisfaction is based on tests or proficiency, you may not receive units; therefore, you may have to take additional CORE GE units to make up for the 3-6 unit deficiency.
2. Completely fill out this form. Requests will NOT be accepted if any attachments or signatures are missing.
3. Attach ALL required documentation.
4. Turn your petition into the English Department along with a self-addressed, stamped envelope.
5. 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 _____ 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
- Writing samples

FINAL DECISION

Approved for this student only Denied Approved for all students Other

Comments:

Director of Composition _____ Date _____

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