

SJSU Studies (Area R, S, & V) Equivalent Course Petition

This petition is only for undergraduate students who have matriculated at SJSU for at least one semester. Use this petition only if you have completed coursework that satisfied one or more of the upper division general education requirements (UDGE) that are not currently articulated.

Before submitting meet with an Advisor. Course(s) need not to be identical to an SJSU course in a particular SJSU Studies Area, but it must address the content objectives and learning outcomes of that particular SJSU Studies Area. Petition is rarely approved for International, out of state, upper division non-CSU courses, courses from another CSU which are not considered upper division GE and courses not taken for letter grades. Petition will **NOT** be approved for courses considered lower division level.

We recommend passing the Written Skills Test (WST) before submitting petition. If petition is approved student may still need to meet the 9 units of [UD GE residency](#).

Student must submit the following:

- Submit course description from the academic year the course was taken. Course must be considered upper division (Junior level or higher).
 - a. A course syllabus will be required if course description is too brief.
 - b. For international courses, course description and syllabus must be in English.
- Should the course be a CSU upper division GE, submit GE list in lieu of course description and Syllabus.
 - a. Contact the CSU for their approved GE list during the time period when the course was taken.
- Submit transcripts from SJSU and the institution where the course work was taken with the relevant course(s) highlighted (unofficial transcripts are okay).
 - a. 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.
- For all Area Z (100W) equivalent courses request, students must use the “Written Communication II petition”
- Submit a statement explaining why you are making request.
 - a. Personal Statement not required for UDGE taken at another CSU
- Submit completed package to Major Advisor, Student Success Center Advisor or Undergraduate Education for recommendation.
 - a. Final submission will be to Undergraduate Education, Administration Building (ADM) 159
 - b. By submitting this petition, you acknowledge you have read all the instructions and the information you are providing is truthful and complete**

Petition will be return if:

- You are not using the most current version of this petition.
- Attachments are missing (such as transcripts or other documents).
- Petitions is not completely filled-out
- **Information provided is untruthful**

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Section I: Student Information

SJSU ID: _____ Name (First, Last): _____
 Telephone: _____ Email: _____
 Major: _____ Graduation Date on File (Term & Yr): _____
 Student Signature: _____ Date: _____

Section II: Course Information and SJSU Studies Area(s) (R, S, or V)

SJSU Studies Area: _____ Course Prefix: _____ Course Title: _____
 Units: _____ Quarter (Y/N): _____ Grade: _____ Term & Year (e.g. Fall 2017): _____
 College/University where course was taken: _____

SJSU Studies Area: _____ Course Prefix: _____ Course Title: _____
 Units: _____ Quarter (Y/N): _____ Grade: _____ Term & Year (e.g. Fall 2017): _____
 College/University where course was taken: _____

SJSU Studies Area: _____ Course Prefix: _____ Course Title: _____
 Units: _____ Quarter (Y/N): _____ Grade: _____ Term & Year (e.g. Fall 2017): _____
 College/University where course was taken: _____

Section III: Required Signature

1. Advisor or Undergraduate Education Designee¹

Comments (optional)

Recommend Not Recommend

Name (print): _____ Date: _____
 Signature: _____ Phone: _____

Submit to Undergraduate Education, ADM 159

Section IV: For Office Use Only

Final Decision:

APPROVE ONLY this student APPROVED ALL students DENY

Comments (required if request is denied)

Associate Dean of Undergraduate Education Name (print): _____

Signature¹: _____ Date: _____

¹Undergraduate Education assigns designee signers

CMS Process: _____ Articulation Office: _____ TC Rule Created: _____