



PETITION FOR GENERAL EDUCATION (GE) COURSE INSTRUCTIONS

This form is to be used by **currently enrolled SSU students** to petition for GE credit for a course that was taken at **another** institution. Petitions with all appropriate signatures and support materials, must be submitted at least one semester prior to their intended graduation. Petitions are considered on the basis of merit, not merely to expedite graduation.

- Courses taken at SSU that have not been approved for GE credit will not be allowed to count for GE.
- Lower division GE courses will not be allowed to count for upper division GE.
- Include the course description and syllabus of the course you want to substitute.

Processing Your Request

1. In consultation with your major advisor, complete the student portion (above the student signature) and obtain your advisor’s signature and recommendation.
2. Make sure that your written reason for your petition refers specifically to the pertinent GE area guidelines and learning outcomes. Guidelines and learning outcomes are available at http://www.sonoma.edu/senate/committees/ge/LGOs_new.html
3. Once your petition has been reviewed and signed by your advisor, submit the form to the Office of the Registrar (Salazar, room 2030) between 8:00 am and 5:00 pm Monday through Friday. You do not need to do anything further. The Office of the Registrar staff will review your petition and then forward it to the Associate Vice President of Academic Programs.
4. The AVP of Academic Programs will review the petition and forward it to the Chair of the GE Subcommittee for review and recommendation. If necessary, the Petition will be sent to the Chair of the SSU department offering a similar course for their evaluation.
5. The Petition will then be returned to the AVP of Academic Programs for final review and signature.
6. The Office of the Registrar will notify you of the decision regarding your petition via your SSU email.

General Education Categories	Other Graduation Requirements
A2 Fundamentals of Communication	Ethnic Studies
A3 Critical Thinking	US History
B1 Physical Sciences	US Government
B2 Biological Sciences	CA Government
B3 Specific Emphasis	
B4 Mathematical Concepts and Quantitative Reasoning	
C1 Fine Arts, Theatre, Dance and Film	
C2 Literature, Philosophies, Values	
C3 Comparative Perspectives and/or Foreign Languages	
D1 Individual and Society	
D2 World History and Civilization	
D3 United States History	
D4 U.S. Constitution & California State & Local Government	
E The Integrated Person	

Instructions for Department Chair Review

This student has requested the course they completed at another institution count for the specific SSU GE area listed on the front of this form.

1. Please review the attached course syllabus and use the General Education Learning Objectives found here: http://www.sonoma.edu/senate/committees/ge/LGOs_new.html to determine if the course meets the stated learning objectives for that GE area.
2. Once you’ve completed your review please sign and state whether you recommend or do not recommend this Petition for the GE area requested.
3. Please return this form to the Office of Academic Programs in Stevenson 1041.