

PETITION FOR General Education (GE) COURSE

Courses taken at SSU that have not been approved for GE will not be allowed to count for GE.

To be completed by the student. Please print	(see reverse for instructions).		
Student Name	SSU ID Number	Teleph	one No.
Major	Minor	SSU Em	ail
Is this course part of a SSU study abroad progr	am? ∐ Yes □ No		
· · · · · · · · · · · · · · · · · · ·	otocopy of the catalog course description and	course syllabus.	
Please consider			
Course Prefix & Number (Ex: ENGL 1A) Taken at	Course Title (Ex: English Composition)		Units
University/College			Term/Year Taken
To Count for SSU GE Area:			
US History ☐ US Government ☐ CA Note: Students may begin their Upper Division GE 60 semester units) but not before.	A Government Ethnic Studies Lab Lab		
Reason for substitution: You must give clear ar you need more space, you may attach a page of the pertinent GE area learning outcomes. GE I http://www.sonoma.edu/senate/committees Student Comments:	of additional explanation. Make sure that your earning outcomes are available here:	•	
Student Signature Date	Please Do Not Write Below This Line		
I have consulted with the student about the parea requested.	petition and have reviewed the accompanying	material to assess	-
Advisor's Signature	Date		Recommend Do not recommend
Advisor 3 Signature	bute		
Off. (1) D (1 1)	Comments:		
Office of the Registrar (initials)	Date		
If appropriate, SSU department offering similar course	Signature of department chair offering sin course	nilar 📗	Recommend Do not recommend
		П	Recommend
Signature of GE Chair	Date		Do not recommend
		П	Approved
Signature of AVP of Academic Programs Date			Denied
Student Notified: Da	to: Designator Posted by:		Date:



PETITION FOR GENERAL EDUCATION (GE) COURSE INSTRUCTIONS

This form is to be used by <u>currently enrolled SSU students</u> 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 intuition count for the specific SSU GE area listed on the front of this form.

- Please review the attached course syllabus and use the General Education Learning Objectives found here:
 <u>http:///www.sonoma.edu/senate/committees/ge/LGOs_new.html</u> 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.