



# 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 \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Is this course part of a SSU study abroad program? Yes  No  SSU Email: \_\_\_\_\_

**Please attach a photocopy of the catalog course description and course syllabus.**

Please consider

Course Prefix & Number (Ex: ENGL 1A) \_\_\_\_\_ Course Title (Ex: English Composition) \_\_\_\_\_ Units \_\_\_\_\_  
 Taken at \_\_\_\_\_  
 University/College \_\_\_\_\_ Term/Year Taken \_\_\_\_\_

To Count for SSU GE Area: \_\_\_\_\_  
 (Ex: D3, B2)

I ask that it also meet the following requirement(s): (check if appropriate)  
 US History  US Government  CA Government  Ethnic Studies  Lab  Upper Division

*Note: Students may begin their Upper Division GE course work during or after the semester in which they achieve upper division junior standing (i.e., 60 semester units) but not before.*

**Reason for substitution:** You must give clear and complete reasons for your substitution in order for your petition to be considered. If you need more space, you may attach a page of additional explanation. Make sure that your written justification refers specifically to the pertinent GE area learning outcomes. GE learning outcomes are available here: [http://www.sonoma.edu/senate/committees/ge/LGOs\\_new.html](http://www.sonoma.edu/senate/committees/ge/LGOs_new.html)

Student Comments: \_\_\_\_\_  
 \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Do Not Write Below This Line

I have consulted with the student about the petition and have reviewed the accompanying material to assess the suitability of the GE area requested.

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Recommend  
 Do not recommend

Office of the Registrar (initials) \_\_\_\_\_ Date \_\_\_\_\_  
 Comments: \_\_\_\_\_

If appropriate, SSU department offering similar course \_\_\_\_\_ Signature of department chair offering similar course \_\_\_\_\_  
 Recommend  
 Do not recommend

Signature of GE Chair \_\_\_\_\_ Date \_\_\_\_\_  
 Recommend  
 Do not recommend

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Signature of AVP of Academic Programs \_\_\_\_\_ Date \_\_\_\_\_  
 Approved as requested  
 Denied  
 Approved with the following changes: \_\_\_\_\_

Permanent Articulation

Student Notified: \_\_\_\_\_ Date: \_\_\_\_\_ Designator Posted by: \_\_\_\_\_ Date: \_\_\_\_\_



## 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](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](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.