Petition for University and General Education Requirements

Please attach supporting documentation (course description, syllabus, etc.) for review. Petitions for writing requirements must also include a copy of the paper(s). The results of your petition will be sent to your U-mail address.

Name ___________________________ Perm # ________________

Last                First               MI

U-mail ___________________________@umail.ucsb.edu Phone # ________________

Major(s) ___________________________ Expected Date of Graduation (QTR/YR) ________________

ONE COURSE PER PETITION

Term Completed (please use the UCSB term for which the course was recorded) QTR/YR ________________

Course Department and Number (as it appears on your GOLD) Course Title (as it appears on your GOLD)

College or University (where course was taken) City and Country (if done abroad)

Apply Course to the following area(s) (check all that apply):

☐ Area A: English Reading and Composition
☐ Area B: Foreign Language
☐ Area C: Science, Mathematics, and Technology
☐ Area D: Social Sciences
☐ Area E: Culture and Thought
☐ Area F: Arts
☐ Area G: Literature

☐ American History and Institutions
☐ Writing (UCSB and UC EAP courses only)
☐ Quantitative
☐ Ethnicity
☐ World Culture
☐ European Traditions
☐ Entry Level Writing

Student's Signature: ____________________ Date: ________________

For internal use only

Department Recommendation: ____________________

Comments:

Dean: ____________________

☐ Approve  ☐ Deny

Date Processed ________________
Instructions for the Petition for University
And General Education Requirements

1. **Completed courses:** Only courses that appear on your record in GOLD may be petitioned.

2. **In-Progress courses:** UCSB in-progress and intended courses may be petitioned and will be applied to your record upon successful completion of the course.

3. **Courses from other institutions:** Courses from other institutions may NOT be petitioned until after the course has been completed and determined to be UC transferable by the Office of Admissions. Final transcripts must be sent to the Office of the Registrar for processing. You may request pre-approval of courses from other institutions, based on a review of the content of course(s). Be aware that pre-approval by the College of Letters and Science does not guarantee UC transferability. You must inform the College of Letters and Science once the course appears on your GOLD record in order for the petition to be processed.

4. Petitions submitted without supporting documentation will be denied.
Description of the Writing Requirement Special Subject Area

Objective: In Writing Requirement courses, students study and practice writing, reading, and critical analysis within specific disciplines. Students will demonstrate their abilities with these outcomes by producing written work that is independent of or in addition to written examinations and that is a significant consideration in the assessment of student performance in the course.

Learning Outcomes: Students who successfully complete the Writing requirement will be able to:

- Produce writing that uses rhetorical conventions appropriate to different disciplines and, if appropriate, languages
- Identify the roles that types of writing play in the production and circulation of knowledge within specific disciplines
- Identify the role of evidence in writing within specific disciplines
- Locate, interpret, and use discipline-specific evidence appropriately
- Use conventions of organization, style, coherence, structure, syntax, and mechanics appropriate to specific disciplines
- Use citational style and form appropriate to specific disciplines

Petitioning Courses for Writing Requirement Credit

Students in the College of Letters and Science may petition for Writing Requirement credit for any UCSB or EAP course that does not currently carry Writing Requirement eligibility.

Criteria for determining whether GE Writing Requirement credit should be granted:

1. The course-related documents submitted with the petition should provide evidence that the student has demonstrated proficiency with respect the Writing Requirement learning outcomes noted above.

2. One to three papers totaling at least 1800 words, exclusive of such elements as footnotes, table of contents, title page, equations, figures, tables, and bibliography.

3. The paper(s) cannot be part of a written examination.

4. The paper(s) must receive significant consideration in the assessment of student performance in the course and constitute at least 25% of the course grade.

5. The documents submitted should show that the course offered direct instruction in writing and/or instructor feedback on student writing.

A completed petition form must include:

1. A non-returnable copy of the syllabus from the course for the quarter in which it was completed.

2. A non-returnable copy of each paper that was written for the course.
3. A brief (1-2 paragraph) explanation of the instruction and/or feedback in writing that was provided by the course.

NOTE:
In lieu of a syllabus or paper, a letter written by the instructor may be submitted. The letter must be written on department stationery with an original signature and must provide the following information: (1) description of the writing assignment(s); (2) total number of pages/words required; (3) portion of the overall grade derived from the writing assignment; (4) verification that the writing assignment was separate from the midterm and the final examination; (5) brief description of the instruction and/or feedback on student writing that was provided in the course.

Answers to the most commonly asked questions:

- Lab reports including discussion and analysis will be considered, provided they are typed and written in complete sentences. (Lab reports from Chemistry courses will not be considered.)
- Papers in languages other than English will be considered.
- Papers from courses taken through UCSB sponsored programs (e.g., UCDC, EAP) will be considered.
- Papers writing in Independent Study (199) courses will be considered.
- Papers from courses taken at other colleges will not be considered.
- Petitions will not be accepted for courses that have not been completed.
- For students admitted for fall 1999 or later, no more than 2 petitions will be approved.

Approvals are granted on an individual student basis and do not apply to other students enrolled in the course.

Updated by the Committee on Courses and General Education – January 2016