Office of Undergraduate Education   
College of Letters and Science  
University of California, Santa Barbara

QTR \_\_\_\_\_ ADV \_\_\_\_\_ LI \_\_\_\_\_ LO \_\_\_\_\_ **GE WR**

**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)

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| --- |
| Apply Course to the following area(s).  ❑ Area A: English Reading and Composition ❑ American History and Institutions  ❑ Area B: Foreign Language ❑ Writing (UCSB and UC EAP courses only)  ❑ Area C: Science, Mathematics, and Technology ❑ Quantitative  ❑ Area D: Social Sciences ❑ Ethnicity  ❑ Area E: Culture and Thought ❑ World Culture  ❑ Area F: Arts ❑ European Traditions  ❑ Area G: Literature ❑ 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. Only courses that appear on a student’s record in GOLD may be petitioned. Go to “Progress,” then “Major & GE Progress Checks,” and then “Course History” in GOLD to see if a transfer course has been added to your UCSB record.
2. Courses from other institutions will not appear in Gold until they have been completed and have been evaluated for transfer by the Office of Admissions. Transcripts from other institutions should be sent to the Office of Admissions. Most courses from California Community Colleges have been “articulated”—evaluated for transfer and for applicability to GE requirements and do not need to be petitioned: see [assist.org](https://duels.ucsb.edu/sites/secure.lsit.ucsb.edu.ltsc.d7_uged/files/sitefiles/Writing%20Reqirement%20Information%20Sheet%20-%20updated%20Jan.%202016.pdf) for details.
3. Supporting material—students should, at the very least, include course descriptions and a syllabi with their petitions. Descriptions of assignments as well as completed assignments and exams could also aid the College’s evaluation of a course.
4. Because the UCSB Faculty Senate reviews UCSB courses as to whether they apply toward requirements, UCSB courses may not be petitioned for a GE requirement except in two instances:

* A student may petition UCSB courses that have not been approved for Special Subject Writing—see the [Writing Petition Instructions](https://duels.ucsb.edu/sites/secure.lsit.ucsb.edu.ltsc.d7_uged/files/sitefiles/Writing%20Reqirement%20Information%20Sheet%20-%20updated%20Jan.%202016.pdf) for details. No more than two courses may be successfully petitioned for Special Subject Writing.
* If a student completes a course and the course is subsequently approved for a requirement by the Senate within the next year, the student may petition the course for the requirement as long as it is demonstrated that the course content has not changed.