

QTR _____ ADV _____ LI _____ LO _____



Request for a Course to Count for University and General Education Requirements

Please attach supporting documentation (course description, syllabus, etc.) for review. Request for course to count for Area A or GE Writing must also include a copy of the paper(s). The results of your petition will be sent to your U-mail address. Send the completed form to academic_advising@Ltsc.edu.

Name _____ Perm # _____
Last First MI

U-mail _____@ucsb.edu Phone # _____

Alternative email (if U-mail not available) _____

Major(s) _____ Expected Date of Graduation (QTR/YR) _____

ONE COURSE PER FORM

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).

- | | |
|---|---|
| <input type="checkbox"/> Area A: English Reading and Composition | <input type="checkbox"/> American History and Institutions |
| <input type="checkbox"/> Area B: Foreign Language | <input type="checkbox"/> Writing (UC and UC EAP courses only) |
| <input type="checkbox"/> Area C: Science, Mathematics, and Technology | <input type="checkbox"/> Quantitative Relationships |
| <input type="checkbox"/> Area D: Social Sciences | <input type="checkbox"/> Ethnicity |
| <input type="checkbox"/> Area E: Culture and Thought | <input type="checkbox"/> World Culture |
| <input type="checkbox"/> Area F: Arts | <input type="checkbox"/> European Traditions |
| <input type="checkbox"/> Area G: Literature | <input type="checkbox"/> Entry Level Writing |

For College office use only

L&S Staff Member _____

Writing Program (if necessary): _____

_____ Approve

_____ Deny

Date Processed _____

Instructions

1. Only courses that appear on a student's record in GOLD may be requested. 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 for details.
3. Supporting material—students should, at the very least, include course descriptions and a syllabus 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 requested for a GE requirement with two exceptions:
 - A student may petition UCSB courses that have not already been approved by the Senate for Special Subject Writing—see the [GE Writing Requirement Instructions](#) for details. No more than two courses may be applied by request 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 request that the course be applied to the requirement as long as it is demonstrated that the content of the course was the same prior to Senate approval.

