

# Sonoma State University

## PETITION FOR General Education (GE) COURSE SUBSTITUTION

(Return form to Office of Academic Programs, Stevenson 1041 for evaluation by GE Chair)

*It is the policy of the GE Subcommittee that substitutions will not be considered after November 1<sup>st</sup> (for May graduation) and April 1<sup>st</sup> (for December graduation) prior to a student's final semester. Substitution petitions must be submitted with all appropriate signatures and support materials at that time. Petitions are considered on the basis of merit, not merely to expedite graduation. Effective Date: January 1, 2003.*

### SECTION I

_____	_____
Student's Name	SSU ID Number
_____	_____
Local Address	Telephone No.
Have you filed for graduation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected graduation date: _____	
_____	_____
Signature	Date

### SECTION II

A. I request to substitute: \_\_\_\_\_  
Course No., Title, Units

Taken at \_\_\_\_\_  
College/University Semester/Quarter/Year

B. For the following Sonoma State GE course: \_\_\_\_\_  
Semester/Quarter/Year In GE Area (A, B, C, D, E) / Category (1,2,3,4,5)

### SECTION III

And ask that it meet the following requirement(s): *(check if appropriate)*

US History  US Government  CA Government  Ethnic Studies  Lab  Upper Division

*Upper Division GE may not be taken until the semester in which a student attains junior standing, nor may an upper division petition be granted if proposed course was taken prior to a student's junior standing year. (60 semester units)*

### SECTION IV

In consultation with your advisor, explain why this substitution is appropriate. (If more space is needed, please staple typed explanation to this form.)

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### SECTION V

Please attach the following (***Petitions will not be considered without these documents.***)

Catalogue description and syllabus from course listed in Section **IIA** of this form.

**One** of the following student's current documents:

Advising Records

Transcript **or**

Evaluation of Transfer Credits and Graduation Requirements form

### SECTION VI

**All three** signatures below are required:

1) Signature of Advisor \_\_\_\_\_

\_\_\_\_\_ Date

Print Advisor's Name \_\_\_\_\_

\_\_\_\_\_ Campus Phone

\_\_\_\_\_ Email

Comments by Advisor \_\_\_\_\_

2) Signature of Chair of Academic Department of proposed course listed in Section **IIB**) \_\_\_\_\_

\_\_\_\_\_ Date

Print Chair's Name \_\_\_\_\_

\_\_\_\_\_ Campus Phone

\_\_\_\_\_ Email

Chair recommendation: Approve    Deny

Comments by Department Chair \_\_\_\_\_

3) Signature of GE Chair (or Designee) \_\_\_\_\_

\_\_\_\_\_ Date

Print GE Chair's Name (or Designee) \_\_\_\_\_

\_\_\_\_\_ Campus Phone

\_\_\_\_\_ Email

Approved    Denied    Pending

Comments \_\_\_\_\_

### SECTION VII:

Admissions and Records Action:

Designator Posted \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ By

Revised 12-06