

STUDENT PETITION TO SUBSTITUTE A COURSE FOR "AC" CREDIT

Submit this completed form
and All Supporting Materials to:

BERKELEY DIVISION OF THE ACADEMIC SENATE
320 STEPHENS HALL

ALL PETITIONS MUST INCLUDE :

INCOMPLETE PETITIONS WILL NOT BE ACCEPTED

- (1) This **form**;
- (2) A copy of the **syllabus** from the semester in which you took the course ***See page 2***; and
- (3) A **letter** from you describing how the course meets the UC Berkeley AC Requirement. ***See page 2***. You may also submit a letter from the instructor of the course if you think that would be helpful.

1. STUDENT INFORMATION

Name: _____ SID: _____
Email: _____ Transfer Student: () YES () NO
Mailing Address: _____

2. COURSE INFORMATION

School: () UC Berkeley () Other : _____
Course: _____ DEPARTMENT COURSE NUMBER Units: _____
Course Title: _____
When: _____ () SEMESTER
TERM () QUARTER YEAR
Instructor's Name: _____
Instructor's Email: _____

Petition Process

In order to request the substitution of a course for AC credit, students must submit (1) the student **petition form**, (2) a **letter** from the student describing how the course meets the UC Berkeley AC requirement (the student may also submit a letter from the instructor of the course if the student thinks that would be helpful), and (3) a copy of the course **syllabus**.

1. Make sure that all the blanks have been filled in on the student **petition form**.

2. The **letter** from the student must explain how the course fulfills the AC requirement:
 - a. “Does the course address theoretical and analytical issues relevant to understanding race, culture, and ethnicity?” **How?**
 - b. “Is the course integrative and comparative within the larger context of American society, history, culture, economy, or environment?” **How?**
 - c. “Does the course take substantial account of groups drawn from at least three of the following: African Americans, indigenous peoples of the United States, Asian Americans, Chicanos/Latinos, and European Americans?” **How is each group incorporated into the course?**

It is the policy of the AC Subcommittee not to approve petitions that fail to address all three of these areas.

These questions are part of the *AC Course Approval Guidelines*, which can be found online at http://americancultures.berkeley.edu/instructor_guidelines.html.

For assistance in understanding and addressing these guidelines, instructors may contact Victoria Robinson, Ph.D. at americancultures@berkeley.edu.

3. The course **syllabus** must include:
 - a. A detailed course description;
 - b. Detailed lecture and discussion topics;
 - c. A complete list and description of required assignments; and
 - d. A course reading list.

If any of these items are missing from the official course syllabus, students are expected to attach them themselves.