

# STUDENT PETITION TO SUBSTITUTE A COURSE FOR "AC" CREDIT

## **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 that describes in greater detail how the course meets the American Cultures requirement.

**PETITIONS MUST BE RECEIVED ON THE MONDAY BEFORE THE MEETING BY 4 P.M.**  
**ONLY ONE PETITION WILL BE ACCEPTED FOR EACH MEETING.**

*Submit this Completed Form and All Supporting Materials to:*  
**BERKELEY DIVISION OF THE ACADEMIC SENATE, 320 STEPHENS HALL**

## 1. STUDENT INFORMATION

Name: \_\_\_\_\_  
Email: \_\_\_\_\_ SID: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Transfer Student:  Yes  No  
Term Entered: \_\_\_\_\_

## 2. COURSE INFORMATION

School:  UC Berkeley  Other: \_\_\_\_\_  
Course: \_\_\_\_\_  
Department \_\_\_\_\_ Course Number \_\_\_\_\_  
Course Title: \_\_\_\_\_  
When: \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_ Units: \_\_\_\_\_  Semester  Quarter  
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 that describes in greater detail how the course meets the American Cultures requirement), and (3) a copy of the course **syllabus** from the semester in which you took the course.

- 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](http://americancultures.berkeley.edu/instructor_guidelines.html).

- 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.**