

# 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 FRIDAY BEFORE THE MEETING BY 5 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: \_\_\_\_\_ Units: \_\_\_\_\_  
Term Year  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 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?**
  - b. “Does the course “address theoretical and analytical issues relevant to understanding race, culture, and ethnicity?” **How?**
  - c. “Does the course emphasize “integrative and comparative” approaches to questions of race, culture, and ethnicity within the larger context of American society and history?” **How?**

These questions are part of the AC Course Approval Guidelines, which can be found online at [https://academic-senate.berkeley.edu/sites/default/files/ac\\_guidelines\\_apr2006\\_fin\\_1\\_0.pdf](https://academic-senate.berkeley.edu/sites/default/files/ac_guidelines_apr2006_fin_1_0.pdf).

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

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.**
4. Petitions that the AC Subcommittee recommends for approval will be reviewed by the Committee on Courses of Instruction, which has final approval authority. Please see the AC Subcommittee’s website for more details on the petition process: <http://academic-senate.berkeley.edu/committees/amcult>.