STUDENT PETITION TO SUBSTITUTE A COURSE FOR “AC” CREDIT

ALL PETITIONS MUST INCLUDE:

(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: _________  ☐ Semester ☐ Quarter
    Term __________ 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 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://academic-senate.berkeley.edu/committees/amcult.

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.