

GE PETITION

SEGMENT III: RELATIONSHIPS OF KNOWLEDGE

(Course Substitutions and Other Policy Exceptions)

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- I. Segment III Policy Requirements:** Read this section very carefully. These rules apply to Segment III exception requests.
- All students must complete at least 9 semester units of upper division course work in residence at SFSU in a single GE Segment III cluster.
 - In Segment III, one course in the cluster must fulfill the Cultural, Ethnic or Social Diversity (CESD) requirement.
 - In Segment III, one course must be both outside the major department and the major program submitted on your Application for Graduation.
 - You MUST obtain your cluster coordinator's recommendation BEFORE your course substitution petition will be reviewed by this office (See below).
 - A proposed Segment III course substitution must have been taken during, or after, the semester in which you achieved upper division standing (i.e. 60. or more semester units) and must be an upper division course (i.e. SFSU courses numbered 300-699).
 - A proposed Segment III course substitution must be taken in residence at SFSU. Courses taken through the CSU International Program can be used to meet our Segment III requirements, if they are approved in advance through this petition process. Courses taken at other CSU campuses in fulfillment of that campuses' upper division GE residence requirement may be used in satisfaction of SFSU's upper division GE requirement. Students should use this petition process to request approval and must provide appropriate documentation.

II. Checklist of Required Documentation: The following documents are needed to complete your Academic Progress Record (APR) (see reverse side). All documents listed below that are relevant to your request MUST be submitted BEFORE your petition will be accepted for review. Petitions are reviewed by a faculty committee. Final decisions will be mailed to you within one month of submission.

- Academic Progress Record (APR):** The APR is included on the reverse side. IT MUST BE COMPLETED-No Exceptions. In completing your APR, you will need your SFSU transcripts, DARS report and ASE (if a transfer). Insert "IP" beside courses that are "In Progress" and "TBC" beside courses "To Be Completed". Each requirement space must include a course BEFORE your petition will be reviewed. Your completed APR must clearly show how you will complete a minimum of 48 units of GE course work in order to graduate.
- Current SFSU transcript:** Highlight all courses on your transcripts related to your request. This is important!
- ASE (Advanced Standing Evaluation Form):** Only transfer students receive an ASE. It is a record of all prior college course work.
- Current DARS Report:** It is needed to verify courses included on your ASE, your APR, and on this petition.
- Transcripts from other post secondary institutions:** These are needed, if they include course work that is required to evaluate your petition.
- List of current course work:** Include the prefix, number and title for each course that you are currently taking this semester.
- Course syllabus and/or course description:** A detailed course description and/or syllabus are needed to properly review course substitutions.
- List of reasons for why this petition is necessary:** Your justification should adequately explain how and why this petition became necessary. If a hardship is involved, state the nature of the hardship. The need to graduate and denial of graduation are necessary, but **NOT sufficient** reasons for a policy exception and do not constitute a hardship.
- Other:** May include: graduation denials, letter of job offer, signed statement by advisor, international course work (2nd page of ASE), etc.

III. Segment III Exemption Categories: I am requesting an exception to the following GE Segment III requirement.

- I took the following Segment III course(s) prior to completing 60-units.
- | | | | | |
|--|--------|--------|--------|--------|
| | Prefix | Number | Prefix | Number |
| <input type="checkbox"/> I exceeded the 12-unit maximum "double counting" rule between GE and my major by _____ units. | | | | |
- I took three (3) courses in my Segment III cluster that I am also counting in my major for graduation purposes (see cluster section below).
- I did not complete one of the "Specific Requirements" for my cluster. Which requirement? _____
- Other: _____

IV. Course Substitution Requests: List below your proposed Segment III course substitution and highlight on your transcript all courses that you intend to include in your Segment III cluster. A detailed course description and/or course syllabus MUST be submitted that clearly demonstrates how your proposed course substitution fits with the theme of your chosen Segment III cluster. Your cluster coordinator's recommendation IS REQUIRED (see below).

Substitute Course: _____ Yes _____ No _____
 Prefix Number Course Title GE-Approved Course Cluster Category

Segment III Cluster Title: Study Abroad

Course One	Prefix	Number	Course Title	Yes	No	Cluster Category
Course Two	Prefix	Number	Course Title	Yes	No	Cluster Category
Course Three	Prefix	Number	Course Title	Yes	No	Cluster Category
Course One	HIST	350	History of the European Union	A		CESD
Course Two	ANTH	350	Roma Issues in the Czech Republic	A		✓
Course Three	LIT	350	Czech Literature from 1650	B		CESD
	Abbrev	Number	Course Title	Category		CESD
	AU	694	Integrating Interdisciplinary Perspectives in Study Abroad	B		CESD

Cluster Coordinator: Name _____ Dept _____ Phone _____ Signature _____

I have carefully reviewed the student's proposed course substitution for consistency with the cluster theme. _____ Recommend _____ Do Not Recommend
 Do not write below this line

Approved _____ Denied _____
 General Education Advising Coordinator _____ Date _____

Approved _____ Denied _____
 Dean, Undergraduate Studies or Designee _____ Date _____

COMMENTS: When a petition is approved or denied, the specific reasons will be noted above and summarized below.

to be filled out by Cluster Coordinator

Cultural, Ethnic or Social Diversity