
**UNDERGRADUATE EDUCATION AND ADVISING
200 SOCIAL SCIENCES & HUMANITIES BUILDING**

COLLEGE OF LETTERS AND SCIENCE, DEANS OFFICE

REQUEST TO TAKE A 200, 300 OR 400 - NUMBERED COURSE FOR DEGREE CREDIT

This form is to be used by undergraduates in the College of Letters and Science requesting to take a course in the 200, 300 or 400 series for credit toward the 180 unit minimum elective credit required for the degree. No petition is necessary if 180 units will be earned without this course request. No petition is necessary to take a 300 or 400-numbered course offered by a teaching department or program in the College of Letters and Science; note, however, "B" and "C" below. Requests to count a 200 level course toward a major requirement must include verification of approval from the major program advisor. **200, 300, or 400 level courses cannot be used toward the upper division unit requirement.**

TO THE STUDENT

1. Review carefully the minimum eligibility conditions, regulations and policies printed below.
2. Fill out attached petition.
3. Secure recommending endorsement of course instructor and chair of department which supervises course
4. Submit the petition to this office for final consideration by the Associate Dean / Director. A copy of the approved (or denied) petition will be uploaded to OASIS, your Online Student Advising Information System.
5. Register for the course using Schedule Builder.

TO THE INSTRUCTOR

1. Review request and endorse petition if the student meets the minimum eligibility requirements and if, in your judgement, the student is adequately prepared, possesses capability for success in the course, and you recommend the student's enrollment.
2. If recommending approval, despite a deficiency in the minimum eligibility conditions, comment on the student's preparation to take the course and indicate your reasons why conditions should be waived.

Classification and Numbering of Courses

| | |
|---------|--|
| 200-299 | Graduate courses. |
| 300-399 | Professional courses in the School of Education and courses in other departments especially intended for prospective teachers. |
| 400-499 | Professional courses offered in department other than the School of Education. |

Minimum Eligibility Conditions; Other Regulations and Policies

A. Minimum eligibility conditions:

1. Completion of 18 upper division units basic to the subject matter of the course.
2. A UC grade point average of 3.3 or better.

An instructor **may recommend** waiving the above conditions if the student's preparation warrants an exception.

B. "Special study courses in the 200, 300 and 400 series do not satisfy requirements for the degree." (E.g., 299, 399 and 499-numbered courses) L&S Reg. 51 (D)

C. "...not more than 9 units in courses in the 300 and 400 series may be counted toward the degree."

D. Not more than two graduate and/or professional level courses will be approved for any student.

Note: This petition is one page long.

REQUEST TO TAKE A 200, 300 OR 400 - NUMBERED COURSE FOR DEGREE CREDIT

Name _____ ID# _____
Address _____ Major _____
City _____ State _____ Zip _____ Phone _____ Email _____

Student's Signature _____ Date _____

Read instructions carefully

This is a request to be granted degree credit upon completion of the course specified. I understand that the units earned may be applied only toward satisfaction of the 180-unit requirement if this petition is approved --unless approved by both the major advisor and by the Associate Dean / Director. **200, 300, or 400 level courses cannot be used toward the upper division unit requirement. Incomplete petitions will not be reviewed.**

Department _____ Course Title _____ Units _____

Quarter of planned enrollment: _____.

Have satisfied the minimum eligibility condition? Yes No

If your answer is "NO", explain and indicate why you feel an exception should be made in your case.

REQUIRED ENDORSEMENTS (See attached Instruction)

Signature of Instructor (Approval recommended) _____ Date _____

Signature of Chair of Department (I concur with recommendation) _____ Date _____

For Office Use

Final Action: Approved Denied

Comments:

Associate Dean / Director, _____ Date _____
College of Letters & Science