

# GE Petition of EAP Coursework

## Process Checklist

- Meet with your major advisor or dean's office advisor in your college to determine what GE credits you need for your degree.
- Consult the [list of courses already reviewed and approved by CISE](#).
  - If your course is on this list, you still need to petition your dean's office advisor to let them know that this course has been approved for GE credit by the CISE committee. Simply take a screenshot of this spreadsheet to your Dean's office and work with them.
- If your course is not on this list and you need the GE credit, you will need to petition for approval. Items to consider:
  - What type of course did you take overseas? Where does it fit into the GE requirement? Topical Breadth, Social-Cultural Diversity or Writing Experience?
  - For Topical Breadth – is this class an Arts and Humanities, Science and Engineering or Social Sciences class?
  - For the Writing Experience - Essays must be written in English. You must also provide a copy of the written work with the professor's remarks on it or have the second page of the GE petition signed by the professor before leaving the country.
  - GE courses can only count for your degree if they are taken for a **letter grade**.
- [Visit EAP Course Catalog](#), find your courses from abroad and print the one page description for each course you plan to petition.
- [Download petition](#) for GE approval, complete and sign.
- Copy your syllabus for the class and translate (if needed).
- Please deliver your petition to your program advisor at the EAC during drop-in hours (3-4pm M-F) or by setting up an appointment. Bring your syllabi, petition and EAP Course Catalog description with you to your appointment.

Petition Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Sent to CISE Committee: \_\_\_\_\_

Received response: \_\_\_\_\_

# Academic Senate Committee on International Studies and Exchanges General Education Petition for EAP Coursework

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Major: \_\_\_\_\_ 2<sup>nd</sup> Major: \_\_\_\_\_

UCD College/Division (circle): Ag & Env Sci Biological Sciences Engineering Letters and Science

EAP Country: \_\_\_\_\_ EAP Host Institution: \_\_\_\_\_

UC EAP Course Number: \_\_\_\_\_ Term and year course taken: \_\_\_\_\_

## Request for GE credit (check all that apply):

\_\_\_\_\_ Topical Breadth (check one):  
\_\_\_\_\_ Arts and Humanities  
\_\_\_\_\_ Social Sciences  
\_\_\_\_\_ Science and Engineering

\_\_\_\_\_ Social/Cultural Diversity

\_\_\_\_\_ Writing Experience (note: Writing Experience credit may be petitioned for AFTER completion of course. You must attach a sample of writing from the course at least 5 pages in length, written in English. Comments on paper, or syllabi for course, must demonstrate that the writing was evaluated for content, logical coherence, and use of language and grammar. As some overseas instructors do not write comments or return papers, you should make a copy of your paper prior to submission and ask the instructor to complete the statement on the back of this form.)

**NOTE: GE Courses must be graded, not P/NP**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Decision: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Pending  
Comments: \_\_\_\_\_

CISE faculty reviewer: \_\_\_\_\_ Date: \_\_\_\_\_  
*Print name* *Signature*

CISE Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
*Print name* *Signature*

### For office use only:

Copy to: College/Division  
Major Department



For students intending to request Writing Experience General Education Credit upon return to UC Davis:

Prior to returning to Davis, please fill out the information below and ask your instructor at your host university to sign the following statement, if applicable:

As part of the requirements for the following course, \_\_\_\_\_, Title of Course  
the following student, \_\_\_\_\_, Name of Student, has been assigned a  
paper(s) of at least 5 pages in length (typed, double-spaced), written in English. The writing was  
evaluated for content, logical coherence, and use of language and grammar.

\_\_\_\_\_  
Name of instructor (printed)

\_\_\_\_\_  
Signature of instructor

\_\_\_\_\_  
Date