

## CED Course Substitution and Curriculum Petition Process

For **CURRENT STUDENTS** who have completed unarticulated (not pre-approved) courses, including study abroad courses.

This form is to request a course (or set of courses) to substitute for a CED college, major, or minor requirement. If you are inquiring only about the transferability of units, please refer to the Central Evaluation Unit at [ceu.berkeley.edu/transfer-credit/course-evaluation](http://ceu.berkeley.edu/transfer-credit/course-evaluation). For California Community College courses, use [assist.org](http://assist.org)

Before faculty can review your request, you must complete the three part process outlined on this form. The turn-around time is typically 2-4 weeks during the Fall and Spring terms. During summer and winter breaks the process may take longer.

### Part 1: Submit Online Form

- A. CED Course Substitution Online Form: Visit (<http://tinyurl.com/ced-subform>) and complete the information requested. Read all the information in this document before you begin the online form.
- B. Before completing the online form ensure you have all the information you need to complete the form. Including;
  - i. Information of the course you are submitting (course title, units, institution).
  - ii. Detailed reason/explanation for submitting this request. It is recommended that you have this written in order to copy and paste your reason/explanation.
- C. Plan to spend 5-20 minutes filling out form.
- D. Be aware that you are **NOT** able to save and return to the online form. You will have to complete all questions in one sitting.

### Part 2: Submit Syllabus (or other relevant document)

- A. Create a single pdf file with syllabus and/or other relevant documents.
- B. Having a course syllabus would allow for a complete review of a substitution petition.
- C. Urban Studies curriculum only: for all petitions, **download and complete the "List of Course Requirements Urban Studies" Form**, found under the *Urban Studies* section on the [Major & Minor Requirements](#) page. Submit form with other relevant documents.

### Part 3: Review the following information

Submission of online form indicates that you have read and understand the following information

#### **REVIEW THE FOLLOWING INFORMATION CAREFULLY BEFORE SUBMITTING YOUR CED COURSE SUBSTITUTION ONLINE FORM:**

1. This form is for the review of unarticulated coursework, including non-UCEAP study abroad courses, to fulfill CED College or CED Major or Minor Requirements. If you are inquiring only about the transferability of units, please refer to the Central Evaluation Unit at [ceu.berkeley.edu/transfer-credit/course-evaluation/](http://ceu.berkeley.edu/transfer-credit/course-evaluation/)
  - a. For California Community College courses, use [assist.org](http://assist.org).
2. Your request to review coursework will not be considered without a course description and syllabus.
3. Course Evaluations take approximately 4 weeks to process. You will be notified of the decisions by email.
4. For coursework completed outside UC Berkeley. After completion of the coursework, submit an official transcript from the institution. Please read "Submitting Official Transcripts" section below for details.
5. Note: If you were admitted to UC Berkeley as a first-year student, all lower division ENV DES courses (ENV DES 1, ENV DES 5, ARCH 11A/B, LD ARCH 1, LD ARCH 12) must be completed at UC Berkeley.

### **For All Requests**

- I have met with a CED advisor to discuss my plans; including the completion of my graduation requirements, the semester limit, and the Senior Residence requirement.
- I understand that if I am studying elsewhere in my final term, I must meet the deadlines to complete coursework and to submit official transcripts. If I cannot meet these deadlines, I will be dropped from the degree list and must add myself to the subsequent degree list.
  - Fall: Courses completed by December 31. Transcripts due before the first Friday in February.
  - Spring: Courses completed by May 31. Transcripts due before the first Friday in July.
  - Summer: Courses completed by August 31. Transcripts due before the first Friday in September.
- I understand that all evaluation decisions are unofficial and are contingent on the units transferring to UCB, the course transferring exactly as evaluated (same units, same title), and a final grade of C- or better. In most cases, the course will need to transfer for at least 2 semester units (3 units for breadth requirements).
- I have a back-up plan to complete any requirements in case my courses are not approved.

### **7-Course Breadth Requirements**

- I understand that while a course may fit into more than one breadth category, it will only fulfill one requirement (eg: an Art History course may fulfill either Arts and Literature or Historical Studies, but not both).
- I have submitted a "CED Course Substitution Online Form" for EACH requirement I am requesting.
- If I am participating in the UC Education Abroad Program or a recognized equivalent program only to fulfill the International Studies Breadth, I do not need to complete this evaluation.
- I have included a detailed reason/explanation as requested on the "CED Course Substitution Online Form" outlining the reason the course I am submitting fulfills a breadth requirement.

### **Upper Division CED Courses Outside your Major Department**

- I understand that only two of the three required "Upper Division CED outside your Major Department" courses may be taken abroad.
- I have submitted a "CED Course Substitution Online Form" for EACH requirement I am requesting.
- I have included a detailed reason/explanation as requested on the "CED Course Substitution Online Form" outlining the reason the course I am submitting fulfills the Upper Division CED Course Outside my major department requirement.

### **Major Requirements (Lower Division and Upper Division)**

- I have submitted a "CED Course Substitution Online Form" (for my major) for EACH major requirement I am requesting.
- I have included a detailed reason/explanation as requested on the "CED Course Substitution Online Form" outlining the reason the course I am submitting fulfills the major requirement
- For Urban Studies Students: I understand that only two upper division Urban Studies major requirements can be completed at another institution, including an approved study abroad program.

### **Reminders and Tips**

- Create a single pdf file with syllabus and/or other relevant documents, then to the online form.
- CED Major Petitions: Understand the requirement you are petitioning by reviewing the major requirements in the handbook found on the [Forms and Documents page on the CED website](#). Use the major handbook that corresponds with the academic year you were admitted.
- CED minor Petitions:
  - Understand the requirement you are petitioning by reviewing the minor requirements on the [CED Undergraduate minor website](#).
- For additional questions contact CED Undergraduate Advising Office
  - Visit the [CED Undergraduate Advising Office](#) website regarding connecting with an advisor.
  - Quick questions email CED advisors at: [cedadvising@berkeley.edu](mailto:cedadvising@berkeley.edu)

### **Submitting Official Transcripts**

Continuing UC Berkeley students submit an official transcript using one of these options:

- **Electronic** - The CEU strongly recommends, where available, that students request transcripts be sent electronically. If your transfer institution requests an email for sending the transcript, use [busops@berkeley.edu](mailto:busops@berkeley.edu).
- **By Mail** - If a paper transcript is the only option, it can be sent to:  
UC Berkeley Undergraduate Admissions Transcripts  
16 Sproul Hall, MC 0608  
Berkeley, CA 94720-0608
- **By Hand** - Transcripts can be hand-delivered to 120 Sproul, Cal Student Central or 250 Wurster Hall. They must be in a sealed envelope from the transfer institution to be accepted. Only single copy international transcript originals, with an official seal, can be accepted without an envelope.