

INSTRUCTIONS

Use this petition form to request to
substitute a CLAS Bridge Course requirement with a non-approved course.
This petition is for College of Liberal Arts and Sciences majors only

General guidelines:

- Use one petition per course requested.
- Decisions can take two to four weeks from the time you turn in the petition, so plan accordingly.

Step 1: Read the instructions and petition completely.

Step 2: Fill out the petition completely (typed not handwritten, using MS Word or Adobe Acrobat) and then print it.

- Petitions will be returned without review if they are illegible, incomplete or incorrect.
- Information that you will need to fill out the form correctly is available on your unofficial transcript and D.A.R.S. report. These are available through ASU Interactive at www.asu.edu/interactive.
- The D.A.R.S. Program Code is printed on the top right part of the D.A.R.S. report and for CLAS majors will start with LA and end with BA or BS and is seven to nine characters long.

Step 3: **Gather and attach the required documentation.** This includes the following:

- A course syllabus from the same semester and instructor with whom you took the course.
- Ask the professor who taught the course to fill out, sign and date the **CLAS Bridge Course Criteria Checklist (pages 3-4 of this form)**. If the professor is no longer available, the department chair or their designee may also fill out and sign the form. Make sure the professor fills out the checklist completely and that all information requested is provided.

Step 4: **Sign the form.**

Step 5: **Make photocopies of the petition and any attachments for your own records.**

Step 6: Submit the petition to Foundation building suite 110. A faxed copy sent to 480-965-2110 Attn: Christina Smith is acceptable so long as the form is filled out completely, signed by you and all required documentation is included. **Call the number below to confirm receipt of the fax.**

Step 7: If you have not received a letter letting you know the decision after four weeks you may contact Christina Smith at the number below.

SAVE TIME. ASK QUESTIONS. VERIFY THAT YOUR PETITION IS COMPLETE.

For questions, contact Christina Smith at (480) 965-7740 or at christina.smith@asu.edu.

Arizona State University - College of Liberal Arts and Sciences (CLAS)
Petition for Substitution of the Bridge Course Requirement

Read instructions on previous page. Fill out form completely.

Name:	ASU ID:	Your current Degree and Major:
Street Address:		GPA:
City, State, ZIP:		Total hours completed:
Telephone:		D.A.R.S. Program Code:
E-mail:		Catalog year:

Answer all five questions below.

- 1) What is the prefix and number of the course that you want to use to fulfill this requirement:
- 2) What is the title of the course:
- 3) What is the name of the school where you completed the course:
- 4) If you want the committee to waive a partial credit hour, how many semester credit hours is this course?

Required Documentation:

- a **course syllabus** from the same semester and instructor as when you took the course.
- the **CLAS Bridge Course Criteria Checklist (see pages 3-4 of this form)** filled out and signed by the **instructor** of the course or if the instructor is no longer available the Department Chair.

Student Signature:

Date:

DO NOT WRITE BELOW THIS LINE

Dean's Action: <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Defer	Dean's Signature	Date
Comments:		

College of Liberal Arts and Sciences Bridge Requirement Criteria

Student request for course substitution

Rationale and Objectives of Bridge Requirement

The division of scholarly inquiry in the liberal arts and sciences into three broad areas is pragmatic but arbitrary. A consequence of this compartmentalization of inquiry is that while students may learn the basic characteristics and processes of each area, they rarely have the opportunity to consider and explore explicitly the important connections and interactions among areas. An appreciation and understanding of these connections and interactions is widely recognized as an attribute of a liberally educated person, contributing to breadth of perspective, tolerance, and creativity. The bridge requirement, through carefully designed courses, will encourage students to explore and evaluate the links among areas of inquiry. Through this exploration, the student should gain deeper insights into each area as well as a better understanding of diverse modes of inquiry and the impact of such diversity on human lives and cultures.

The objectives of the requirement are (1) to provide students with learning experiences that specifically address the relationships among areas of inquiry, and (2) to develop an understanding of the similarities and differences in process and approach among the areas of inquiry.

Areas of Inquiry	The University General Studies*		CLAS Graduation*
Inquiry area 1.	Humanities & Fine Arts (HU)	and	Humanities
Inquiry area 2.	Social & Behavioral Sciences (SB)	and	Social & Behavioral Sciences
Inquiry area 3.	Natural Sciences and Mathematical Studies (SQ, SG, MA, CS)	and	Natural Sciences and Mathematics

* See the ASU General Catalog for more information about the University General Studies and CLAS Graduation requirements, available at <http://www.asu.edu/catalog/>

Directions for the instructor who taught the course:

Please complete the information requested on the next page and sign and date the form. Attach a course syllabus from the semester the student took the course. Return the form and syllabus to the student. If the instructor who taught the course is not teaching at the school, the Department chair or his or her designee may fill out the form.

Directions for the student:

Please submit the completed and signed criteria check sheet and the completed and signed petition form to Christina Smith in the Office of Undergraduate Programs, College of Liberal Arts and Sciences, FOUND 110.

ASU CLAS Criteria for a Bridge Course

Student Name: _____

Course Prefix and number: _____ Title: _____

School: _____

Criterion	Explain in a couple of sentences how this course meets each criterion listed. Please address each criterion listed. Add additional pages if needed.	Identify documentation submitted
The material covered in the course must:		
a. span at least two of the CLAS areas of inquiry (see page one for explanation of areas of inquiry).		
Please list the areas of inquiry covered here:		
b. demonstrate significant balance between the two areas of inquiry (at least 1/3 of course content).		
c. stress the connections and interactions between and among areas of inquiry.		
d. examine the similarities and differences in process, approach, and language among areas of inquiry.		
e. use pedagogical materials from both of the areas of inquiry covered in the class		
f. require previous course work in at least one of the two inquiry areas or course must be offered at the 300 (upper-division Jr. or Sr.) level or above.		
List the prerequisites for the course here:		

Professor's Signature

Printed Name

Date