

# HUMBOLDT STATE UNIVERSITY

## PETITION TO WAIVE OR SUBSTITUTE

Office of the Registrar • 707-826-4101

Name \_\_\_\_\_ HSU-ID # \_\_\_\_\_

Address \_\_\_\_\_ Local Phone \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Major \_\_\_\_\_ Advisor \_\_\_\_\_

**WAIVE** \_\_\_\_\_

HSU course / requirement

[ Requirement waived because of special circumstances or experience. Units for this course will not count toward the unit requirement for the degree. **(G.E. courses and units cannot be waived, nor can the U.S. Institutions requirement.)** ]

### SUBSTITUTE

\_\_\_\_\_ completed at \_\_\_\_\_  
course college

for \_\_\_\_\_  
HSU course / requirement

[ The department or appropriate program administrator with oversight over the requirement determines that the course taken is not necessarily equivalent, but will substitute for the required course for this student only. ]

I request this waiver or substitution in order to satisfy requirement(s) for my  Major  Minor in \_\_\_\_\_

Prerequisite  General Education\*  Diversity & Common Ground\*  US Institutions\*

JUSTIFICATION: \_\_\_\_\_

### REQUIRED SIGNATURES (refer to "Petition to Waive or Substitute" Routing Help Sheet):

1) \_\_\_\_\_  
Student Signature Date

4)  Approved  Denied

2)  Consulted  Recommend  Do not recommend  
\_\_\_\_\_  
Advisor Signature Date

\_\_\_\_\_  
Dean, or Associate Dean, of College Signature Date

3)  Approved  Denied  
\_\_\_\_\_  
Department Chair / Program Administrator Signature Date

5) \* Approved  
 Denied  
 For DCG recommend equivalency

\_\_\_\_\_  
Dean of Undergraduate Studies Signature Date

\*Signature of the Dean for Undergraduate Studies is required for substitution involving **GE Area A** (Basic Subjects), **GE Area E** (Human Integration), **GE CWT** (Communication and Ways of Thinking), a **Humboldt course not approved for GE to meet a lower division GE requirement** (will be approved only in exceptional circumstances), the **Diversity & Common Ground** requirement, and **U.S. Institutions** requirement. Under exceptional circumstances, the Dean for Undergraduate Studies may review petitions to substitute that have been denied.

Please return completed form (all three copies) to the Academic Information & Referral Center (SBS 133). After processing, one copy will be returned to student and one copy to the advisor.

Recorded by \_\_\_\_\_ Date \_\_\_\_\_

## PETITION TO WAIVE OR SUBSTITUTE ROUTING GUIDE

Faculty and administrators who must review and sign your petition vary depending on what part of the academic curriculum the petition involves. The petition must be accompanied by a copy of the relevant course description and a well-thoughtout justification to support your request. Indicate on the petition what part of your degree program it relates to, and follow the routing instructions below. If you wish one course to be considered for two different curricular requirements (for instance, general education area D and diversity and common ground), two separate petitions are required. Feel free to consult with staff at the Advising Center, SBS 295, 826-5224, if you need help, or have additional questions.

- **Major.** We recommend using the major contract or revised major contract approved by your advisor and department chair/program director as the most efficient means of achieving a change in your major. If you use the *Petition to Waive or Substitute*, it needs the approval of your advisor and department chair/program director. Dean's review is not required.
- **Minor.** We recommend using the minor contract or revised minor contract or memo from chair of minor department/minor advisor/program director. If you use the *Petition to Waive or Substitute*, it requires your major advisor's signature, and the approval of the chair of the minor department, or minor advisor/program director. Dean's review is not required.
- **Prerequisite.** You'll need the signature of your major advisor, and the approval of the chair of the department that offers the prerequisite course.
- **General Education.** GE courses/requirements cannot be waived, and substitutions of HSU courses that are not GE approved to satisfy lower division GE are not allowed except under extraordinary circumstances. Petitions to substitute courses to satisfy GE must be signed by your major advisor, and, if applicable, the chair of the HSU department that offers the most closely corresponding course (if there is no close correspondence, no department chair signature is required). The dean or associate dean who needs to review the petition varies depending on who has oversight over the GE area. Make sure that your written justification refers specifically to the pertinent GE Area Guidelines. Area guidelines are available at [www.humboldt.edu/~ugst/](http://www.humboldt.edu/~ugst/), "HSU Curriculum Guidelines," and from the Advising Center.
  - o **Areas A, E, CWT or HSU course not approved for lower division GE**—Vice Provost of Undergraduate Studies.\*
  - o **Area B**—Dean or Associate Dean of the College of Natural Resources and Science.
  - o **Areas C and D**—Dean or Associate Dean of the College of Arts, Humanities and Social Sciences.
- **U.S. Institutions.** Courses cannot be waived, but substitutions may be approved. The requirements may also be met by exams.
  - o **U.S. History**—signature of major advisor, approval of department chair of History for History courses, Economics for Economic course, and Dean of Undergraduate Studies.\*
  - o **U.S. Gov't and/or State and Local Gov't**—requires signature of advisor, approval of department chair of Government and Politics, and Vice Provost of Undergraduate Studies.\*
- **Diversity and Common Ground.** Signature of major advisor, the chair of the Diversity and Common Ground subcommittee\* and the Vice Provost of Undergraduate Studies\* are needed. Course description, syllabus, and justification form (the latter is available at the AIR Center and the Advising Center) are required. Indicate on the petition if you seek approval for the course as domestic or non-domestic DCG.

If a petition is denied at one level of review (for example, by the department chair) you may present it for review to the next level (for instance, the college dean). The Vice Provost of Undergraduate Studies may, in extraordinary circumstances, review a petition that has been denied at the college dean's level.

Submit petitions with all necessary signatures to the Academic Information & Referral (AIR) Center, SBS 133. It will be routed to evaluators in the Office of the Registrar who will check it against state mandated requirements, and adjust your records accordingly. You and your advisor will be sent a copy of the petition for your files.

\*Submit petitions that require the review of the Vice Provost of Undergraduate Studies, or the chair of the DCG subcommittee, to the Advising Center, SBS 295. Staff will forward the petitions appropriately.