



PETITION TO WAIVE OR SUBSTITUTE

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 chair 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) _____ 4) Approved Denied
Student Signature Date
Signature of Dean, or Associate Dean, of College Date
2) Consulted Recommend Do not recommend
Advisor Signature Date
5) * Approved
 Denied
3) Approved Denied
Signature of Vice Provost of Undergraduate Studies Date
Signature of Department Chair / Program Administrator Date

*Signature of the Vice Provost 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 Vice Provost may review petitions to substitute that have been denied. Route petitions requiring the Vice Provost's review to the Advising Center (SBS 295).

Please return completed form (all three copies) to the Office of the Registrar (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/, "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 Office of the Registrar 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.

Please follow the following steps:

- Fill out and sign the Petition to Waive or Substitute
- Attach a copy of course description and syllabus
- Fill out and attach the DCG Justification Form. Please be thorough.
- Obtain advisor signature.
- Turn in to the Office of the Registrar, 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.

DCG Justification Form

In order to support your petition to substitute a course to meet HSU's Diversity and Common Ground (DCG) guidelines, please identify which, if any, of the following objectives your course addressed (note that NO course is expected to address all or even most of these objectives).

For each of the relevant objectives, explain how the course dealt with it: how many lectures/weeks related to this general topic; what (if any) readings were assigned; what (if any) assignments were related to this topic?

1. To comprehend the diversity of knowledge, experiences, values, world views, traditions and achievements represented by the cultures of the United States and/or beyond, and to understand some of the significant ways in which those cultures have interacted with one another.

Addressed in course: yes no If addressed in course, explain how:

2. To explore and evaluate concrete examples of the student's own cultural heritage in relation to others.

Addressed in course: yes no If addressed in course, explain how:

3. To develop in students the ability to read a culture critically through expressions and representations indigenous and exogenous to that culture.

Addressed in course: yes no If addressed in course, explain how:

4. To study how various cultural groups have defined their visions of self and other, and of the relationships between self and other.

Addressed in course: yes no If addressed in course, explain how:

5. To evaluate the complexity and fluidity of social identities, particularly with respect to the intersections of class, ethnicity, disability, gender, nationality, and so on.

Addressed in course: yes no If addressed in course, explain how:

6. To understand how cultural differences and identities founded in such categories as age, race, sexuality, and so on, are produced and perpetuated through a variety of social, cultural, and disciplinary discourses (e.g. literature, popular culture, science, law, etc.)

Addressed in course: yes no If addressed in course, explain how:

7. To become aware of the causes and effects of structured inequalities and prejudicial exclusion rooted in race, class, gender, etc., and to elucidate broader questions of bias and discrimination as they relate to the exercise and distribution of material and cultural power and privilege.

Addressed in course: yes no If addressed in course, explain how:

8. To study culturally diverse perspectives on past and present injustice, and on processes leading to a more just and equitable society.

Addressed in course: yes no If addressed in course, explain how:

9. To expand the ability to think critically about vital problems and controversies in social, scientific, economic, and cultural life stemming from difference of gender, race, disability, class, etc.

Addressed in course: yes no If addressed in course, explain how:
