

# HUMBOLDT STATE UNIVERSITY

Office of the Registrar • SBS 133 • Arcata, California 95521-8299 • 707-826-4101

## PETITION TO WAIVE OR SUBSTITUTE

Date \_\_\_\_\_

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

Address \_\_\_\_\_ Contact Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ HSU Email \_\_\_\_\_ @humboldt.edu

Major \_\_\_\_\_ Advisor \_\_\_\_\_ If you will not be checking your HSU email account, you should log into Account Center to forward your HSU email.

### 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

HSU courses that are not GE approved cannot be substituted for GE courses. The department chair or appropriate program administrator with oversight over the requirement determines that the course taken at another institution 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 & Instructions on page 2):

1) \_\_\_\_\_ 4)  Approved  Denied  
Student Signature Date  
Signature of Dean, or Associate Dean, of College Date

2)  Consulted  Recommend  Do not recommend  
\_\_\_\_\_ 5) \* Approved  Denied  
Advisor Signature Date  
Signature of Vice Provost of Undergraduate Studies Date

3)  Approved  Denied  
\_\_\_\_\_ (Route petitions requiring the Vice Provost's review to the Office of the Registrar.)  
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** (Lifelong Learning & Self-Development), 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 Office of the Registrar (SBS 133).

Please return completed form to the Office of the Registrar (SBS 133).

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

## PETITION TO WAIVE OR SUBSTITUTE ROUTING & INSTRUCTIONS

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 Academic Advising Center, GH 114, 826-3341, 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 requires the approval of your major advisor and department chair/program director. The dean's review is not required.

**Minor.** We recommend using the **minor contract, 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. The dean's review is not required.

**Prerequisite.** Requires 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 are not allowed. Petitions to substitute courses to satisfy GE require the signature of 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 and learning outcomes. Guidelines and learning outcomes are available at [www.humboldt.edu/academicprograms/learning-outcomes](http://www.humboldt.edu/academicprograms/learning-outcomes) or from the Academic Advising Center.

- o **Areas A and E** - requires approval of the Vice Provost of Undergraduate Studies.\*
- o **Area B** - requires approval of Dean or Associate Dean of the College of Natural Resources and Science.
- o **Areas C and D** - requires approval of 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.

- o **U.S. History** - requires signature of your major advisor, approval of department chair of History (history courses) or Economics (economic course), and Vice Provost of Undergraduate Studies.\*
- o **U.S. Government and/or State and Local Government**—requires signature of your major advisor, approval of department chair of Politics, and Vice Provost of Undergraduate Studies.\*

**Diversity and Common Ground.** Requires signature of your major advisor, and approval of the Vice Provost of Undergraduate Studies\*. A course description, syllabus, and DCG justification form are required. Indicate on the petition if you seek approval for the course as DCG domestic or non-domestic.

### Instructions:

1. Fill out and sign the Petition to Waive or Substitute
2. Attach a copy of course description and syllabus
3. Fill out and attach the DCG Justification Form (for DCG course). Please be thorough.
4. Obtain required signature(s).
5. 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.

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 that require the review of the Vice Provost of Undergraduate Studies to the Office of the Registrar.