

Substitution/Exemption/Exception Petition

Form Initiation Date: _____

Name: _____ Student ID: _____ Advisor: _____
 Major: _____ Minor: _____ Concentration: _____

Student and/or Advisor: Describe your rationale in detail on reverse side. Provide all pertinent information.

Advisor/Department Chair/Program Director:

Exemption: The student is exempt from completing the requirement below, but must replace the related credits (if any) elsewhere in the student's academic program.
 This is a requirement for: General Education Major Other: _____

Exemption 1: _____ Exemption 2: _____
Course number, title and units Course number, title and units

Substitution: The student is allowed to substitute a required course with a different course completed at HNU or at another institution.
 This is a requirement for: General Education Major Other: _____

Required course title, number, and units

Substitution course title, number, units, and school

Course 1: _____ with _____
 Course 2: _____ with _____
 Course 3: _____ with _____

Course Repeat Exception: This student is allowed to repeat a course in which a grade of C+, C, or C- was earned (not ordinarily allowed by HNU's course repeat policy; requires approval of Undergraduate Curriculum and Standards Committee; provide justification for request on reverse)

OR Minimum Grade Exception: The student is allowed to count only this one course in which a grade of "D+" or "D" was earned toward a major requirement.

Course: _____ Grade: _____

Recommended Denied Advisor: _____ Date: _____

Approved Denied Department Chair/Director: _____ Date: _____

Approved Denied Registrar: _____ Date: _____

Approved Denied _____ Date: _____

Undergraduate Curriculum and Standards Committee (For course repeat exception or exemption; not required for exemption from foreign language/linguistics general education requirement.)

Registrar's Office processing date and initials: _____

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Rationale for Substitution, Exemption, or Exception:

Attach supporting documentation, such as transcripts, course descriptions, certification, etc. (This form will not be processed without adequate substantiation.)

When requesting a course repeat exception, make sure to attach a schedule change form. (Available on the [Registrar's Office forms page](#).)
