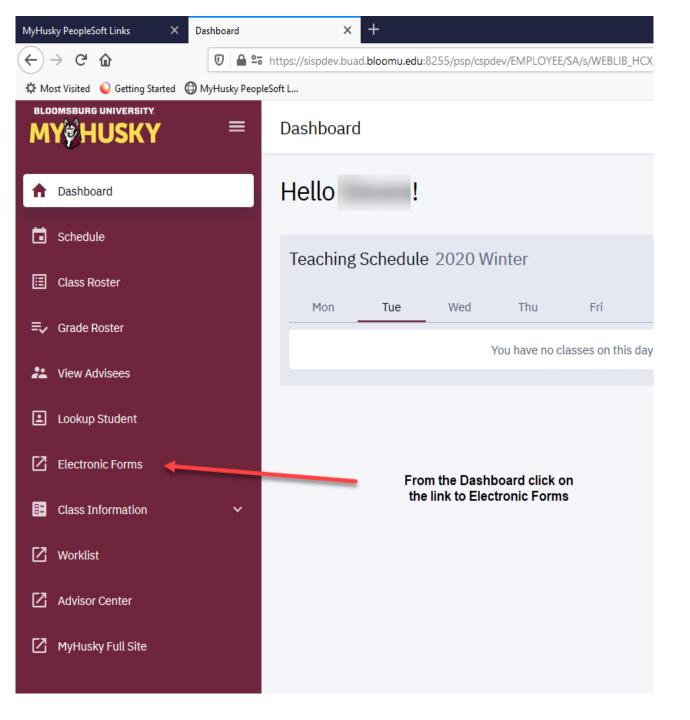
Petition for the Exception to Undergraduate Graduation Requirements



Electronic Forms

Grade Change Request
Petition for Exception Request
Incomplete Form
Independent Study
Individualized Instruction

View Previously Completed/Submitted Forms

eForms you are able to submit will populate the screen

eForms may still be accessed and submitted via the links under related content in the Faculty/Advisor Center.

Instructions on this access follows:



Bloomsburg University of Pennsylvania

Favorites Main Menu

Personalize Content Layout Wed, Jul 27, 16 8:52 AM

□ Campus Solutions

Access to the Campus Solutions application.

■ Faculty Center

My Husky Menu

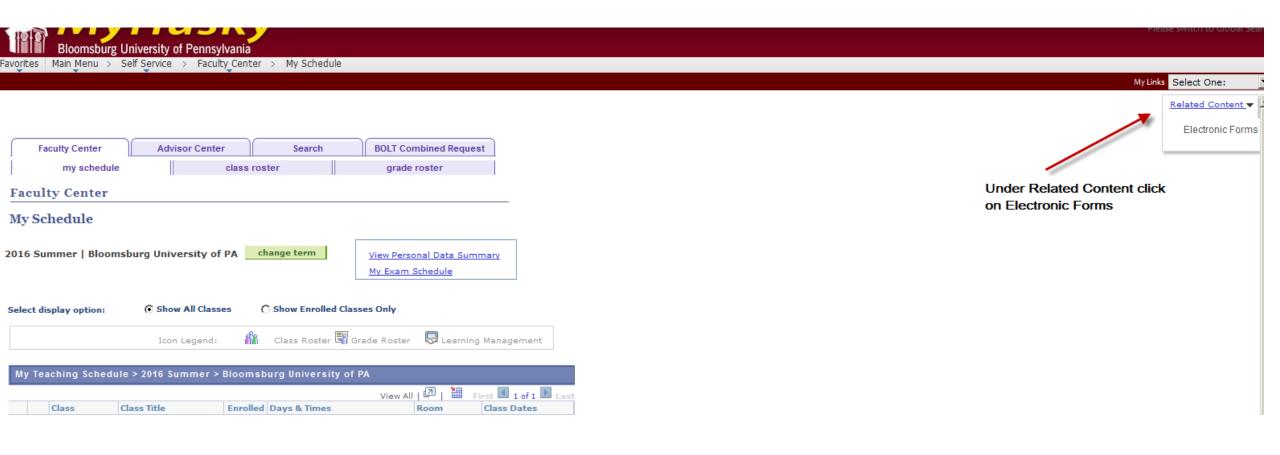
View your class and exam schedules.

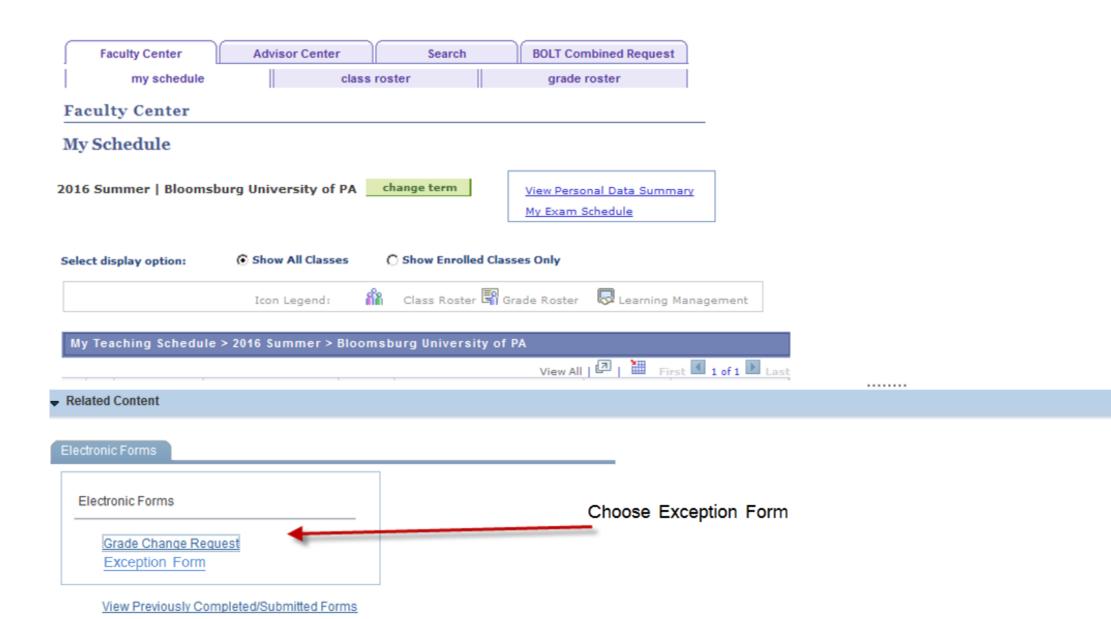
Advisor Center

Access your advisee roster and view details including academic information, class schedules, degree progress and grades.

- 1. Log into MyHusky
- 2. Navigate to the Faculty Center









SEARCH: Add a Petition for Exception eForm

Search by:



Graduation Requirements Petition

This form is to be initiated by the Advisor and approved by the Department Chairperson and Dean. After all approvals have been executed the Office of the Registrar will process and archive the form to the student's electronic file

Petition for Exceptions to Undergraduate Graduation Requirements

ADVISOR/CHAIR ID

John Smith

Advisor/Chair ID 987654

STUDENT INFORMATION

Current Date 04/16/2018

Mary Jones

123456

Student Email mn0000@huskies.bloomu.edu

Student Phone

987-654-3210

CURRENT PLANS

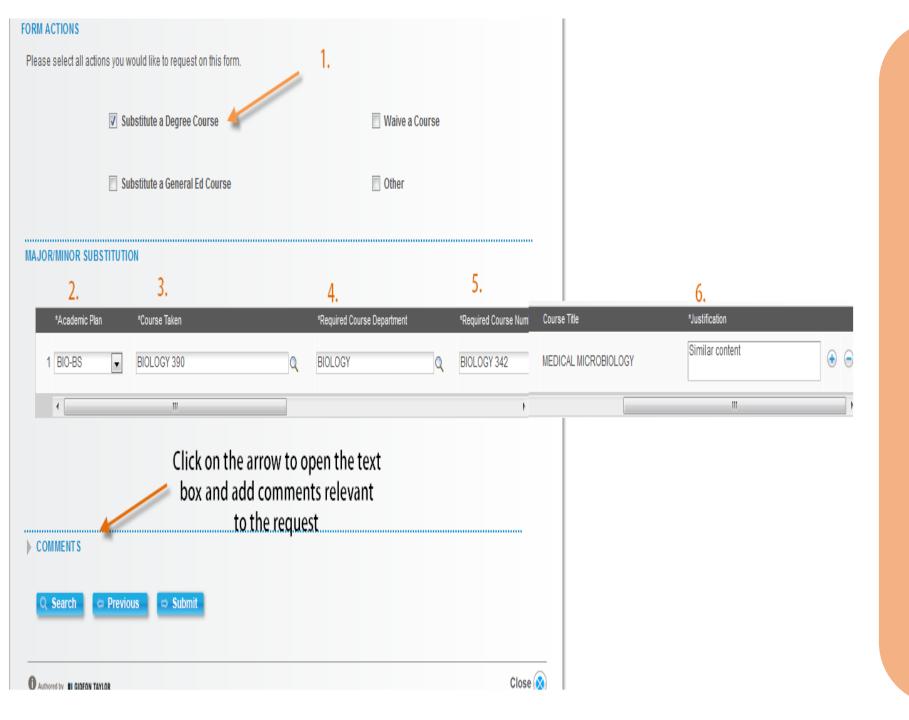
Subplan Description	Academic Plan Type	Subplan	Plan Description	Plan
1 Environmental Biology	Major	BIOENV-BS	Biology BS	BIO-BS
•		!!!		•





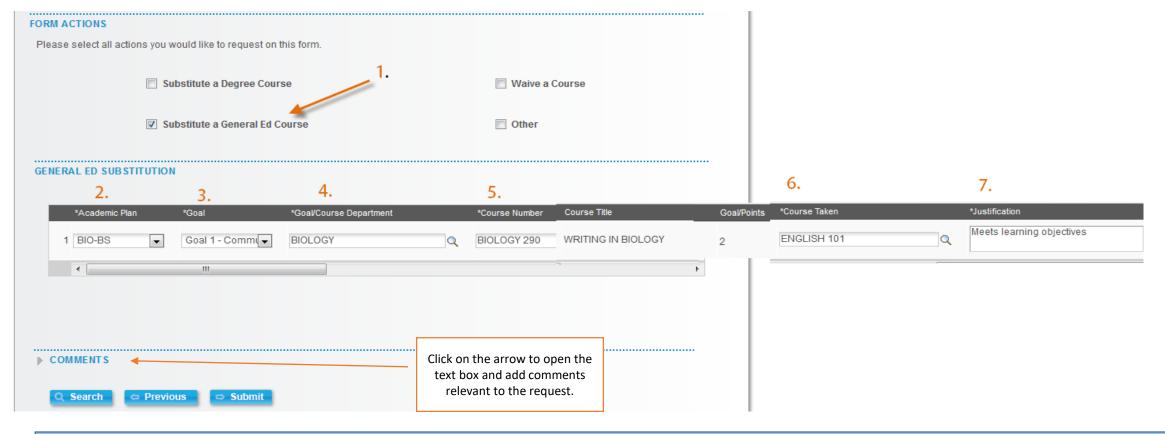
Click next to continue the form

This screen containing the student contact information and current majors/minors will appear upon submission of the BU ID.



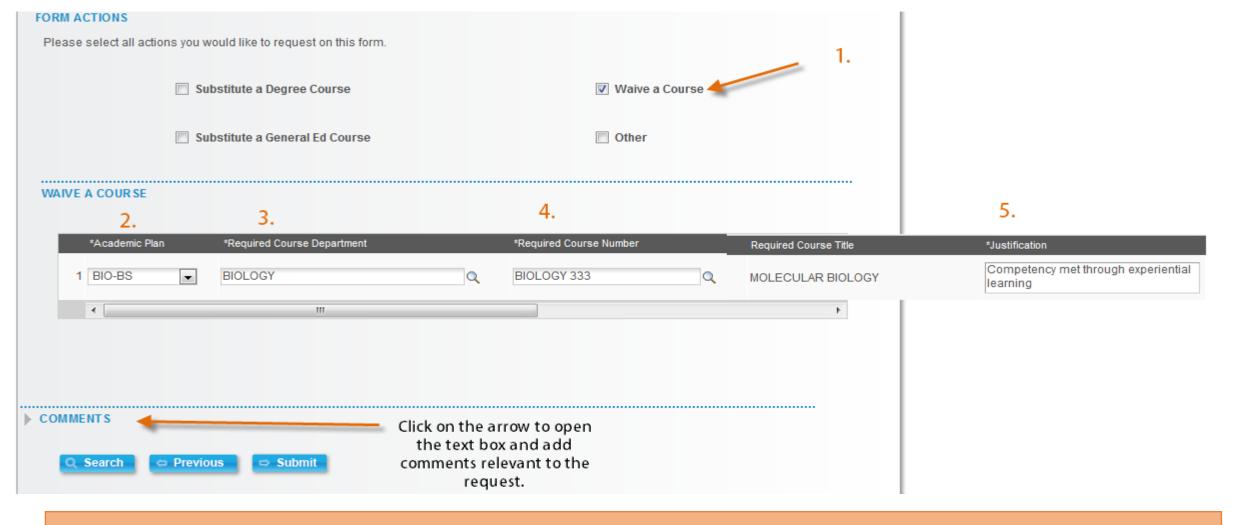
SUBSTITUTE A DEGREE COURSE:

- Choose <u>Substitute a Degree Course</u>
 under form actions to substitute an
 alternate course the student has taken
 for a course required in the program
 of study.
- 2. <u>Academic Plan</u>: Choose the major the substitution will apply to.
- 3. <u>Course Taken</u>: This will populate with the courses taken from the course history of the student. <u>THIS IS WHERE YOU CHOOSE THE COURSE TO BE</u>
 USED AS THE SUBSTITUTE
- 4. Required Course Department: Choose the department of the course required by the program of study.
- 5. Required Course Number: Choose the number of the required course. This drop down also displays the title. The course title will automatically populate once the course number is selected.
- 6. <u>Justification</u>: Enter the reason for the course substitution. This is a required field. The form cannot be submitted if this is left blank.



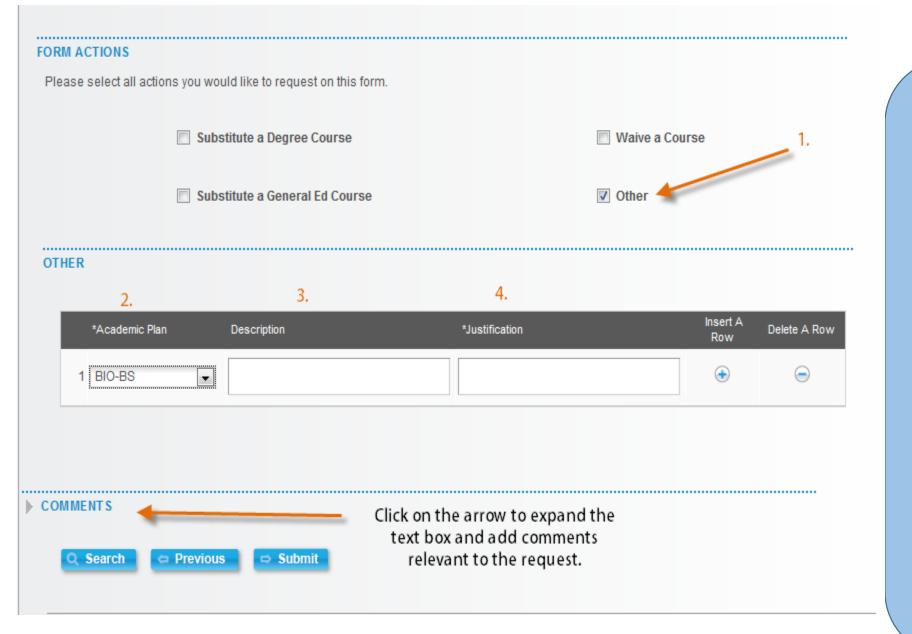
SUBSTITUTE A GENERAL EDUCATION COURSE:

- 1. Choose Substitute a General Ed Course under form actions to substitute an alternate course the student has taken for an approved MyCore course
- 2. Academic Plan: Choose the major the substitution will apply to.
- 3. Goal: Choose the Goal in which the substitution should apply.
- 4. Goal-Course Department: This dropdown will list all departments with approved courses for the Goal selected. Choose the department of the approved course.
- 5. Course Number: This dropdown will list all approved Goal courses within the selected Goal department selected. Choose the approved course the substitution will apply to. The course title and number of approved points will automatically populate.
- 6. Course Taken: This will populate with the courses taken from the course history of the student. THIS IS WHERE YOU CHOOSE THE COURSE TO BE USED AS THE SUBSTITUTE.
- 7. Justification: Enter the reason for the course substitution. This is a required field. The form cannot be submitted if this is left blank.



WAIVE A COURSE

- 1. Choose Waive a Course under form actions to completely waive a course required in the program of study.
 - 2. <u>Academic Plan</u>: Choose the major the waiver will apply to.
- 3. Required Course Department: Choose the department of the course required by the program of study.
- 4. <u>Required Course Number</u>: Choose the number of the required course. This drop down also displays the title. The course title will automatically populate once the course number is selected.
 - 5. Justification: Enter the reason for the course waiver. This is a required field. The form cannot be submitted if this is left blank.



OTHER

- Choose <u>Other</u> if the other form options do not apply to your request.
- 2. <u>Academic Plan</u>: Choose the major the request will apply to.
- 3. <u>Description:</u> Describe what you are requesting in this box. Please be as specific as possible.
- 4. <u>Justification</u>: Enter the reason for the request. This is a required field. The form cannot be submitted if this is left blank.

PETITION FOR THE EXCEPTION OF GRADUATION REQUIREMENTS PROCESS:

- Petition for Exception forms may be submitted by the Academic Advisor (faculty member) ONLY.
- Upon submission by the Academic Advisor the form will route to the Department Chairperson for approval or denial. The Department Chairperson will receive an email notification of the pending request containing a link to access the form.
- Upon approval of the Department Chairperson the form will route to the Dean for approval or denial. The Dean will receive an email notification of the pending request containing a link to access the form.
- Upon approval of the Dean the form will be processed by the Office of the Registrar.
- Once processed an email notification will be sent to the Academic Advisor and Department Secretary.
- If a Petition for Exceptions is denied at any point in the approval process the originator of the form, Academic Advisor, will receive an email notification and the from process will end.