

# Petition for the Exception to Undergraduate Graduation Requirements

MyHusky PeopleSoft Links x Dashboard x +

← → ↻ 🏠 https://sispdev.buad.bloomu.edu:8255/psp/cspdev/EMPLOYEE/SA/s/WEBLIB\_HCX

⚙️ Most Visited 🌈 Getting Started 🌐 MyHusky PeopleSoft L...

**BLOOMSBURG UNIVERSITY.**  
**MY HUSKY**

Dashboard

Hello [redacted]!

Teaching Schedule 2020 Winter

Mon	Tue	Wed	Thu	Fri
You have no classes on this day				

Dashboard

Schedule

Class Roster

Grade Roster

View Advisees

Lookup Student

Electronic Forms

Class Information

Worklist

Advisor Center

MyHusky Full Site

From the Dashboard click on the link to Electronic Forms

## Electronic Forms

### 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:

My Husky Menu

- [Campus Solutions](#)  
Access to the Campus Solutions application.
- [Faculty Center](#)  
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

Welcome!

**BLOOMSBURG UNIVERSITY OF PENNSYLVANIA**

# MyHusky



Welcome to the  
Bloomberg University  
Student Information Portal.

Faculty Center

my schedule

Advisor Center

class roster

Search

grade roster

BOLT Combined Request

Faculty Center

My Schedule

2016 Summer | BloomSB University of PA

change term

View Personal Data Summary

My Exam Schedule

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:

 Class Roster

 Grade Roster

 Learning Management

My Teaching Schedule > 2016 Summer > BloomSB University of PA

View All |  |  First 1 of 1 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
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Under Related Content click on Electronic Forms



Faculty Center

Advisor Center

Search

BOLT Combined Request

my schedule

class roster

grade roster

## Faculty Center

### My Schedule

2016 Summer | Bloomsburg University of PA

[change term](#)

[View Personal Data Summary](#)

[My Exam Schedule](#)

Select display option:

☒ Show All Classes

☐ Show Enrolled Classes Only

Icon Legend:



Class Roster



Grade Roster



Learning Management

My Teaching Schedule > 2016 Summer > Bloomsburg University of PA

View All



First

1 of 1

Last

#### Related Content

#### Electronic Forms

##### Electronic Forms

[Grade Change Request  
Exception Form](#)

Choose Exception Form

[View Previously Completed/Submitted Forms](#)



## SEARCH : Add a Petition for Exception eForm

Search by:

Empl ID	Begins With ▾	<input type="text"/>
Academic Career	Begins With ▾	<input type="text"/>
National ID	Begins With ▾	<input type="text"/>
Campus ID	Begins With ▾	<input type="text"/>
Last Name	Begins With ▾	<input type="text"/>
First Name	Begins With ▾	<input type="text"/>



Search

Clear

Enter BU ID of  
student

**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**Name **John Smith**Advisor/Chair ID **987654****STUDENT INFORMATION**

Current Date 04/16/2018

Name **Mary Jones**Empl ID **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

**Search****Next****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.

## FORM ACTIONS

Please select all actions you would like to request on this form.

☒ Substitute a Degree Course

☐ Waive a Course

☐ Substitute a General Ed Course

☐ Other

## MAJOR/MINOR SUBSTITUTION

*Academic Plan	*Course Taken	*Required Course Department	*Required Course Num	Course Title	*Justification
1 BIO-BS	BIOLOGY 390	BIOLOGY	BIOLOGY 342	MEDICAL MICROBIOLOGY	Similar content

Click on the arrow to open the text box and add comments relevant to the request

## COMMENTS

Search

Previous

Submit

### **SUBSTITUTE A DEGREE COURSE:**

1. Choose **Substitute a Degree Course** under form actions to substitute an alternate course the student has taken for a course required in the program of study.
2. **Academic Plan**: Choose the major the substitution will apply to.
3. **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**
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. **Justification**: Enter the reason for the course substitution. This is a required field. The form cannot be submitted if this is left blank.



## FORM ACTIONS

Please select all actions you would like to request on this form.

☐ Substitute a Degree Course

☐ Waive a Course

☒ Substitute a General Ed Course

☐ Other

## GENERAL ED SUBSTITUTION

	*Academic Plan	*Goal	*Goal/Course Department	*Course Number	Course Title	Goal/Points	*Course Taken	*Justification
1	BIO-BS	Goal 1 - Comm	BIOLOGY	BIOLOGY 290	WRITING IN BIOLOGY	2	ENGLISH 101	Meets learning objectives

## COMMENTS

Click on the arrow to open the text box and add comments relevant to the request.

Search

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Submit

### **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.

## FORM ACTIONS

Please select all actions you would like to request on this form.

☐ Substitute a Degree Course

☒ Waive a Course

☐ Substitute a General Ed Course

☐ Other

## WAIVE A COURSE

*Academic Plan	*Required Course Department	*Required Course Number	Required Course Title	*Justification
1 BIO-BS	BIOLOGY	BIOLOGY 333	MOLECULAR BIOLOGY	Competency met through experiential learning

## COMMENTS

Search

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Submit

Click on the arrow to open the text box and add comments relevant to the request.

### WAIVE A COURSE

1. Choose **Waive a Course** under form actions to completely waive a course required in the program of study.
2. Academic Plan: 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. 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.
5. Justification: Enter the reason for the course waiver. This is a required field. The form cannot be submitted if this is left blank.

## FORM ACTIONS

Please select all actions you would like to request on this form.

☐ Substitute a Degree Course

☐ Waive a Course

☐ Substitute a General Ed Course

☒ Other

1.

## OTHER

2.

3.

4.

*Academic Plan	Description	*Justification	Insert A Row	Delete A Row
1 BIO-BS			+	-

## COMMENTS

Search

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Submit

Click on the arrow to expand the text box and add comments relevant to the request.

### OTHER

1. Choose Other if the other form options do not apply to your request.
2. Academic Plan: Choose the major the request will apply to.
3. Description: Describe what you are requesting in this box. Please be as specific as possible.
4. Justification: 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.