

HUMANITIES UNDERGRADUATE STUDENT PETITION

143 HIB | PH: 949-824-5132 | FAX: 949-824-1360

This petition may be used to:

1. Petition to substitute a course – see instructions on reverse.
2. Receive credit for an Independent Study course toward degree requirements – you must attach a completed Independent Study Proposal form.

NAME _____ STUDENT I.D. _____

ADDRESS _____ MAJOR _____

_____ UCI EMAIL ADDRESS _____

REQUEST: _____

JUSTIFICATION FOR REQUEST: _____

Student's Signature Date

(SEE REVERSE SIDE TO DETERMINE WHETHER PRELIMINARY RECOMMENDATION IS REQUIRED, AND BY WHOM)

Preliminary recommendation required: ___ Approval Recommended ___ Denial Recommended

Comments: _____

Print Last Name Signature Date

(THIS SECTION TO BE COMPLETED BY UNDERGRADUATE DEAN'S OFFICE)

GRANTED DENIED

Comments: _____

Dean's Signature Date

Student copy mailed/picked up _____

STEPS FOR COMPLETING A PETITION TO SUBSTITUTE A COURSE:

- Complete** the petition fully before submitting it for review. State your request explicitly – be sure to include course numbers, titles, and the term in which courses were taken. A justification/reason for the request is always required. “In order to graduate” is not a sufficient reason for a request to substitute a course. Also, note that you may only request to substitute one course for another; you may not petition to waive a requirement.

- Attach** a syllabus or detailed course description for the course you are petitioning, if the course was not taken at UCI. (If you are not a Humanities major and the course was not taken at UCI, you must also attach a copy of the evaluated transcript, which can be obtained from your home counseling office.)

- Obtain** preliminary recommendation from the appropriate office:
 - Requests involving GENERAL EDUCATION requirements:
Obtain preliminary recommendation from the counseling office of the School that offers the course for which you wish to substitute.*

 - Requests involving SCHOOL OF HUMANITIES requirements (Humanities Core Alternative):
No preliminary recommendation required.

 - Requests involving HUMANITIES MAJOR or MINOR requirements:
Obtain preliminary recommendation from the Undergraduate faculty reviewer in the department of your major or minor.

 - Requests involving NON-HUMANITIES MINOR requirements:
Obtain preliminary recommendation from the counseling office of the School that offers the minor.*

 - Requests involving the LOWER-DIVISION WRITING requirement:
Obtain preliminary recommendation from the Composition Office in 420 HIB (additional materials may be required, such as a writing sample).

 - Requests involving the UPPER-DIVISION WRITING requirement:
Obtain preliminary recommendation from the Campus Writing Director's office in 500 Krieger Hall (additional materials may be required, such as a writing sample).

- Submit** the completed form to the Humanities Undergraduate Counseling Office in HIB 143 for final review.

NOTE: Once a petition has been reviewed in the Humanities Undergraduate Counseling office, your degree audit will be updated and you will receive an email notification. If you are not a Humanities major, you should then pick up the form in 143 HIB and deliver it to your home counseling office.

* OTHER COUNSELING OFFICE LOCATIONS:

School of the Arts: 101 MAB (Mesa Arts Building)
Biological Sciences: 1011 Biological Sciences III
Education: 2000 BP (Berkeley Place)
Engineering: 305 REC (Roxwell Engineering Center)
I&C Sciences: 352 ICS (Information & Computer Science)
Management: 226 MPAA (Multipurpose Academic & Administrative Building)
Social Ecology: 102 SE (Social Ecology I)
Social Sciences: 1201 Social & Behavioral Sciences Gateway Building