Petition for the Exception to Undergraduate Graduation Requirements
eForms may still be accessed and submitted via the links under related content in the Faculty/Advisor Center.

Instructions on this access follows:
1. Log Into MyHusky
2. Navigate to the Faculty Center
Faculty Center

My Schedule

2016 Summer | Bloomsburg University of PA

Select display option:  Show All Classes  Show Enrolled Classes Only

View Personal Data Summary
My Exam Schedule

Related Content

Electronic Forms

Electronic Forms

Grade Change Request
Exception Form

Choose Exception Form

View Previously Completed/Submitted Forms
Enter BU ID of student
This screen containing the student contact information and current majors/minors will appear upon submission of the BU ID.

Click next to continue the form
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.
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.

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

---

**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.
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.
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.

Click on the arrow to expand the text box and add comments relevant to the request.
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 form process will end.