

Petition for the Exception to Undergraduate Graduation Requirements

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
Bloomsburg University
Student Information Portal.

The 'Welcome!' widget features a large background image of a campus building with a prominent white dome and a golden top, set against a blue sky with some trees in the foreground. The text is overlaid on the image.

- [Related Content](#)
- [Electronic Forms](#)



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

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
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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 Wth	<input type="text"/>	<input type="button" value="🔍"/>
Academic Career	Begins Wth	<input type="text"/>	<input type="button" value="▼"/>
National ID	Begins Wth	<input type="text"/>	
Campus ID	Begins Wth	<input type="text"/>	
Last Name	Begins Wth	<input type="text"/>	
First Name	Begins Wth	<input type="text"/>	

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

Previous

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

Previous

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

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

Search

Previous

Submit

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.