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 __________________________ 8/2010

Student copy mailed/picked up ______________    8/2010
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 waie 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 on the ground floor of the Ayala Science Library (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 BS3 (Biological Sciences III)
- Education: 2000 BP (Berkeley Place)
- Engineering: 305 REC (Roxwell Engineering Center)
- I&C Sciences: 352 ICS (Information & Computer Science)
- Management: 202 SB2 (Merage School of Business II)
- Social Ecology: 102 SE (Social Ecology I)
- Social Sciences: 1201 SBSG (Social & Behavioral Sciences Gateway)