SUBSTITUTION/EXEMPTION COURSE PETITION

Registrar's Office
Holy Names University
3500 Mountain Boulevard
Oakland, CA 94619

Today's Date_____

SECTION A – For Student: complete your student information.

Name	Student ID	Advisor
Major	Minor	Concentration

SECTION B – For Student and/or Advisor: Describe your rationale in detail on reverse side. Provide all pertinent information.
Attach supporting documentation, such as transcripts, course descriptions, certification, etc. (This form will not be processed without your explanation.)

SECTION C - For faculty: provide information for the type of petition, degree or certificate and courses.

EXEMPTING: By exempting a student from a requirement, you indicate that the student does not have to complete the requirement but does have to make up the credits of the requirement elsewhere. This is a requirement for: ☐ General Education ☐ Major ☐ Other

Request **exemption: 1.**_____; **2.**_____
Course number, title and units — Course number, title and units

SUBSTITUTING: By substituting a requirement, the student replaces the credits needed with credits already earned from another course.
This is a requirement for: ☐ General Education ☐ Major ☐ Other

Request **substitution: 1.**_____ with _____
Required course title, number, and units — **Substitution** course title, number, units, and school

Request **substitution: 2.**_____ with _____
Required course title, number, and units — **Substitution** course title, number, units, and school

Request **substitution: 3.**_____ with _____
Required course title, number, and units — **Substitution** course title, number, units, and school

SECTION D – Recommendations and approvals by Advisor, Department/Program Chair, and Registrar.
Substitution and Exemption of courses will not be official until all approvals are obtained.

☐ Approved ☐ Not Approved _____
Advisor — Date

☐ Approved ☐ Not Approved _____
Department Chair or Director — Date

☐ Approved ☐ Not Approved _____
Registrar — Date

☐ Approved ☐ Not Approved _____
(for Exemption Only) Undergraduate Curriculum and Standards Committee — Date

Registrar's Office processing date and initials_____