

Email address: _____

**Petition to Substitute or Waive a
Human Development Department Graduation Requirement**

Date _____

Name _____ WSU ID # _____

Address _____ Telephone # _____

Circle HD emphasis area: HD-HD / HD-P-3 / HD-FCS or HD minor or HD Certificate

Anticipated graduation date _____ I hereby petition to (circle one) **WAIVE** **SUBSTITUTE**

the following Human Development required course:

Required course number and title _____

Course to be substituted, course number and title _____

Institution offering course _____ (if other than WSU, a photocopy of the catalog course description, and/or course outline of the proposed substitution **MUST** be attached)

Justification: Please explain academic and personal reasons for making the request. **Attach** your typewritten statement to this form along with any required supporting material. This petition will not be considered without a logical written explanation of the reasons to support this request.

Submit petition and materials to the Human Development office, 501 Johnson Tower. The petition will be forwarded to the petition committee for discussion and action and then routed to the department Chair. You will be notified by mail of the committee action.

OFFICE USE ONLY

Committee recommendation:

Recommend: Approval / Denial

Comments: _____

Committee Chair

Date

Department Chair recommendation:

Action: Approval / Denial

Comments: _____

Thomas G. Power, Professor and Chair, Human Development

Date

A separate petition form must be used for each request

INSTRUCTIONS FOR PETITION TO SUBSTITUTE OR WAIVE A HUMAN DEVELOPMENT DEPARTMENT GRADUATION REQUIREMENT

Who should complete this form?

1. Certified majors who have transferred to WSU from another institution who are requesting review of non-GER credits that may substitute for courses required by the Department of Human Development.
2. Resident certified majors who are requesting substitution of another course to be taken (or previously completed) at WSU as a substitute for a department requirement.
3. Resident or non-resident certified majors who are proposing to take courses at another university and transfer credit back to WSU, e.g. summer credit or completion of final credits for graduation. (A Transfer Credit Approval Form from the Office of Admissions must also be completed)

When should this form be completed?

1. With the exception of transfer students requesting review of courses taken before WSU admission, or for transfers from related majors at WSU, it is expected that the petition will be prepared and approved BEFORE the course is taken.
2. Completed petitions will be reviewed by a departmental committee and by the Chair before approval. The process will take approximately two weeks after the completed petition is turned in to the department office.

What information is needed to complete the petition?

1. A complete course description from the college catalog including number of credits (semester or quarter). A course syllabus with textbook listed, course objectives, and topic outline will insure a speedy and equitable evaluation of the course that has been/will be taken.
2. A written statement of reasons why the substitution is requested. **THIS IS VERY IMPORTANT.** Justification should be based on professional goals, for example the desire to work with a particular age group could support a course request. If a course has already been completed, the justification for substitution should include reasons why the course was taken. It is the student's responsibility to develop a logical argument for each request, and to attach assembled supporting materials to each petition form. Personal preference alone is not a viable justification.

Do you need to meet with a department advisor?

This is recommended. A discussion of your academic program and professional goals will assist development of justification for a proposed substitution. The Office of Admissions limits transfer credits which may also affect your plan.