

Dietrich College of Humanities  
and Social Sciences

**PETITION TO SUBSTITUTE OR WAIVE GRADUATION REQUIREMENTS**

**Please review the policy and petition process below prior to completing this form:**

In order for an undergraduate with a primary major in the Dietrich College of Humanities and Social Sciences to be academically certified to graduate and receive their Bachelor's degree, four conditions must be met:

- 1) The student must have earned a minimum of 360 passed units (only 9 of which may come from any combination of courses in Physical Education, Student-Taught Courses, or pass/no pass ROTC courses).
- 2) The student must have a cumulative QPA of at least 2.00<sup>1</sup>.
- 3) The student must have fulfilled all academic requirements for their primary major.
- 4) The student must have fulfilled all Dietrich College General Education requirements, as well as all University academic requirements.

The expectation is that students will work with their advisors to create a plan for their final semester that will meet all of the requirements above. Any request for an exception to one or more of these criteria must be discussed with the student's Academic Advisor and submitted as a formal request to the Dietrich College Dean's Office no later than mid-semester of the student's second to last undergraduate semester.

Petition Process

- 1) **Student**: Meet with your Academic Advisor to discuss this request, the circumstances that lead you to make this request, and why you feel this merits an exception to the applicable policy (or policies).
- 2) **Student**: Complete this petition form (attaching additional pages and/or documentation if necessary and relevant), and submit to your Academic Advisor.
- 3) **Academic Advisor**: Confer with the Department Director of Undergraduate Studies or the Department Head and reach agreement on a department recommendation. Add any comments to the student's request and/or your recommendation.
- 4) **Academic Advisor**: Send the completed/signed form directly to the Associate Dean for Undergraduate Studies.

The petition will be reviewed and a decision will be made at the next Office of Undergraduate Studies (OUS) meeting, which typically occurs weekly. The student and the department will be informed of the decision directly by the Associate Dean for Undergraduate Studies.

**NOTE: THE DEADLINE FOR SUBMITTING THIS PETITION IS MID-SEMESTER OF THE STUDENT'S SECOND TO LAST SEMESTER.**

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<sup>1</sup> Per University policy, for undergraduate students who enrolled at Carnegie Mellon as first-years and whose first-year grades cause the cumulative QPA to fall below 2.0, this requirement is modified to be a cumulative QPA of at least 2.0 for all courses taken after the freshman year.

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Student Name: \_\_\_\_\_

AndrewID: \_\_\_\_\_ Expected Graduation (mm/yy): \_\_\_\_\_

Primary Major: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT REQUEST:**

I am requesting to graduate with \_\_\_\_ units fewer than the minimum 360 required.

I am requesting to substitute a degree requirement.

I am requesting that a graduation requirement be waived.

Other: \_\_\_\_\_

Please state the specifics of your request and the rationale:

**Academic Advisor:**            Support                      Do Not Support  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Department Head or Director of Undergrad. Studies:**            Support                      Do Not Support  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office of Undergraduate Studies (OUS) Decision:**            Approve                      Deny  
Notes: \_\_\_\_\_  
\_\_\_\_\_

**For OUS Use:**            Copy Sent to Department