

# Carnegie Mellon University

## Dietrich College of Humanities and Social Sciences

### PETITION TO SUBSTITUTE OR WAIVE GRADUATION REQUIREMENTS

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Andrew ID: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Home Department: \_\_\_\_\_ Primary Major: \_\_\_\_\_

SMC address: \_\_\_\_\_

#### STUDENT REQUEST

\_\_\_\_\_ I am requesting to graduate with \_\_\_\_ units less than the minimum of 360 units required for my degree

\_\_\_\_\_ Other (What are you requesting?) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain briefly the reasons for your request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Date: \_\_\_\_\_

*NOTE: After a final decision about your petition is made, this form will be returned to you c/o your on-campus SMC address.*

#### DEPARTMENT/PROGRAM RECOMMENDATION

Approval

Denial

No Recommendation

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE OF UNDERGRADUATE STUDIES DECISION

Approval

Denial

NOTES: \_\_\_\_\_

Dean's Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR OFFICE USE ONLY

Copy to Major Department/Program

## **Policy for Certification of Undergraduates to Receive the Bachelor's Degree Dietrich College of Humanities and Social Sciences**

*NOTE: This policy statement both affirms current policy for certifying Dietrich College undergraduates as eligible to receive the bachelor's degree, and formalizes a protocol by which requests for exceptions to the certification policy are to be submitted for review.*

*--- Office of Undergraduate Studies, Dietrich College of Humanities and Social Sciences*

In order for an undergraduate student with a primary major in the Dietrich College of Humanities & Social Sciences to be academically certified to graduate and receive his or her 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 ROTC, Physical Education, and StuCo).
2. The student must have a cumulative QPA of at least 2.00.
3. The student must have fulfilled all academic requirements for his or her primary major.
4. The student must have fulfilled all college general education requirements, as well as all university requirements.<sup>1</sup>

Any request for exception to one or more of these criteria must be discussed with one's academic advisor, and submitted as a formal request to the Dietrich College Dean's Office (Baker Hall 154; Attn: Associate Dean for Undergraduate Studies) no later than mid-semester of the student's penultimate undergraduate semester.

The form required for making such a request is the Dietrich College form entitled "PETITION TO SUBSTITUTE OR WAIVE GRADUATION REQUIREMENTS," which is available in the Dietrich College Dean's Office (Baker Hall 154), or can be downloaded from the Dietrich College web site **at:**

<http://www.cmu.edu/dietrich/undergraduate/forms.html>.

**Step 1:** **STUDENT**: Meet with your academic advisor to discuss the request, the circumstances that lead you to make this request, why you feel this merits an exception to the applicable college policy (or policies).

**Step 2:** **STUDENT**: Complete the petition form (attaching additional pages and/or documentation if necessary and relevant), and submit this to your academic advisor.

**Step 3:** **ACADEMIC ADVISOR**: Confer with the major program director (if applicable) and your department head, and reach agreement on a department recommendation. Add any comments that you have about the student's request and/or your recommendation (note the line on the petition form for "comments.")

**Step 4:** **ACADEMIC ADVISOR**: Forward the signed form directly to the college's Office of Undergraduate Studies (c/o the Dean's Office, Baker Hall 154; ATTN: Assoc. Dean for Undergraduate Studies). The petition will be reviewed and a decision made at the next meeting of the three principal members of the Office of Undergraduate Studies (both associate deans and the assistant dean/AAC Director). This group usually meets weekly. The student and department will be informed of the decision directly by the Associate Dean for Undergraduate Studies.

**NOTE THAT THE DEADLINE FOR SUBMITTING THIS PETITION IS  
MID-SEMESTER OF THE STUDENT'S PENULTIMATE<sup>2</sup> UNDERGRADUATE SEMESTER.**

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<sup>1</sup> At present consisting of just Computing @Carnegie Mellon.

<sup>2</sup> "Penultimate" = "second to last"