2019-2020 STUDENT PETITION TABLE

TYPES OF PETITIONS	COURSE REQUIREMENTS				NON-COURSE REQUIREMENTS				
	HNPG16/17/18 (req. for 1st years); HNPG02W (req. for 2nd years); HNPG150 (req. for all students)	RLST012H & HIST010H, HIST015H, or HIST020H (req. for 1st years; elective units for everyone else)	HNPG199H (req. for all students)	Honors Elective Courses (req. for those entering Honors as 1st & 2nd years)	1:1 Counseling	Annual Survey	Ambassador Hangout (req. for 1st years)	Capstone	GPA
SUBSTITUTION: You may substitute a requirement w/items listed in the key.	N/A	N/A	**Notes:** *Please see note on Petition Key under Automatic Substitutions for BCOE students. No petition form needed.*	**Notes:** *Please see note on Petiton Key under Automatic Substitutions. No petition form needed.*	N/A	N/A	N/A	N/A	N/A
WAIVER: If allowed & you have an eligible reason, you may waive completing a requirement.	**Petition** - *Hardship*	**Petition** - *Hardship* - *Please also see note in petition key for Potential Waiver.*	N/A	**Petition** - *Hardship*	**Petition** - *Hardship* - *Abroad/ Experiential Opportunities*	**Petition** - *Hardship*	**Petition** - *Hardship* - *Abroad/ Experiential Opportunities*	N/A	N/A
POSTPONEMENT: If allowed & you have an eligible reason, you can fulfill a requirement at a later time.	**Petition** - *Hardship* - *Course-related Conflict* - *Graduating Late* - *Abroad/Experiential Opportunities*	**Petition** - *Hardship* - *Course-related Conflict* - *Abroad/Experiential Opportunities*	**Petition** - *Hardship* - *Graduating Late*	N/A	**Petition** - *Hardship* - *Abroad/ Experiential Opportunities*	N/A	N/A	**Notes:** *Please see Capstone Deadline note in Petition Key. No petition form needed.*	N/A
ACCELERATION: If allowed & you have an eligible reason, you can fulfill a requirement earlier.	**Petition - only available for 150** - *Hardship* - *Scheduling Conflict* - *Graduating Early* - *Abroad/Experiential Opportunities*	N/A	**Petition** - *Hardship* - *Graduating Early*	N/A	**Petition** - *Hardship* - *Abroad/ Experiential Opportunities*	N/A	N/A	**Notes:** *Please see Capstone Deadline note in Petition Key. No petition form needed.*	N/A

How to Use This Key: Identify the requirement(s) you would like to petition in the top row. Then move down the column to see what types of petitions you can do for that requirement. If it's petitionable, it will indicate "Petition" with all possible eligible reason(s) to petition. You can look up those eligible reasons in the Petition Key for more info. If it's not petitionable, it will indicate "N/A." For example, if you want take HNPG150 earlier, you would look at "Acceleration" and see that you can petition to take it earlier because it says "Petition." Under it, it lists multiple eligible reasons to request an acceleration and the Petition Key will detail what's needed to provide proof of that reason. You should discuss which petition option is the best for you with your designated Honors Counselor depending on what you would like to petition.

Petition - This means that you can petition this requirement for the reason indicated; you can look up more details about the reasons indicated in the Petition Key.

Notes - This means to refer to the Petition Key to view more information.

N/A - This means that this type of petition is not available for the requirement indicated.

The following concerns are eligible reasons to petition Honors requirement(s) <u>if it appears in the table for that particular requirement</u>. If any of the following applies to you for a particular Honors requirement, contact your Honors counselor to discuss and receive the petition link. Submitting a petition does not necessarily mean it will be approved. Decisions will be e-mailed within 1-2 weeks of your submission.

Eligible Petition Reason	Proof To Upload to Petition
(1) Hardship: If you are experiencing hardship in one or more of these categories: mental health, injury, illness, disability, family emergency, or leave of absence, you may petition. Having general stress about completing classes, work, or other general life tasks are not considered hardship.	It is **required** to upload documentation as it relates to your hardship, if it is related to physical or mental health. You will need to upload a letter from your healthcare provider indicating that you have been under their care for the dates relevant to the petition. The letter does not need to state any specifics of your condition; just that you were under their care.
(2) Graduating Late: If you are graduating later than the Spring quarter of your 4th year, you may petition only for the options indicated.	It is **required** to upload proof from your academic advisor confirming that you will be graduating late and the quarter in which you will be graduating. This proof can be an e-mail sent to you or a note that your advisor inputs into your Banner profile. If the advisor uploads a note, please indicate in your petition that the note is on your profile and you do not need to upload an e-mail.
(3) Graduating Early: If you are graduating earlier than the Spring quarter of your 4th year, you may petition only for the options indicated.	The same proof as **required** in "Graduating Late" applies here as it relates to graduating early.
(4) Course-related Conflict: *If you have a conflict for any of the following reasons, you may petition only for the options indicated. Please note that for some courses you will need to still enroll in the discussion section for that course.* *Please note that work schedule conflicts are* **not** *an eligible reason.* **(a) Major Course Conflict:** If you have a conflict with an honors requirement, you may petition only if you cannot take the major course in any other quarter, time slot, or year. **(b) Athletic Schedule Conflict:** If you have an offical UCR athletic schedule that conflicts with an Honors requirement you may petition. **(c) Unit Cap Conflict:** If you cannot enroll in an Honors course requirement because you are unable to raise your unit cap to accomodate the Honors course, and you cannot drop any of your other courses (as you must take them in that quarter, time, and year), you may petition.	**(a) Major Course Conflict:** It is **required** to provide proof from your advisor confirming that you cannot take the major course that conflicts w/the Honors requirement in any other quarter, time slot, or year. This proof can be an e-mail sent to you or a note that your advisor inputs into your Banner profile. If the advisor uploads a note, please indicate in your petition that the note is on your profile and you do not need to upload an e-mail. **(b) Athletic Schedule:** It is **required** to upload proof of conflict with your athletic schedule and the Honors lecture schedule in the petition. **(c) Unit Cap Conflict:** It is **required** to provide proof from your advisor confirming that you cannot take any of the courses you are taking that conflicts w/the Honors requirement in any other quarter, time slot, or year **and** that your unit cap cannot be lifted. The type of proof is the same as that required for a "Major Course Conflict," with the additional note that your unit cap cannot be lifted.
(5) Study Abroad/Experiential Opportunities (UCDC, UC Sacramento, military duty, etc.): If you have an abroad/experiential opportunity that conflicts with an Honors requirement, you may petition only for the options indicated.	It is **required** that you upload proof (whether an e-mail or scanned letter) that indicates you have been accepted to an abroad/experiential opportunity in the quarter of the requirement.

Automatic Substitutions

Automatic Substitutions for Honors elective 8-unit requirement:
There are many ways to fulfill the Honors elective 8-unit requirement (only required for students who began Honors as 1st or 2nd year students). All of the following **do not** require a petition and are automatically counted towards the 8 units once you enroll in, complete, and pass the course(s). You can complete any of the options in any combination to reach the 8 unit requirement.
(1) Up to 8 units of any experiential coursework (UCDC, UCCS, EAP, other abroad opportunites, internships for credit, etc.)
(2) Up to 8 units of any graduate coursework
(3) HASS 100 Leadership Pathway course (5 units)
(4) HNPG02B/02C - optional honors courses that you can take for elective credit (they are 1 unit apiece, or 2 units total).
(5) Honors Contract Course: You can take up to 8 units of honors electives if you enter into an Honors contract for any upper division course(s). This does not require a petition. You would need to fill out the requisite paperwork w/the faculty teaching that course, and if he/she is open to providing Honors credit, would enter into an Honors contract with you (instructions provided on the form). The Honors Faculty Director needs to approve this option before your receive Honors elective credit for the course.

Automatic Substitutions for HNPG199H:
(1) For the 2019-2020 year only, BCOE Honors students using their BCOE senior design as their capstone may substitute all units of the HNPG199H requirement with their 170-level BCOE senior design courses. If you are a BCOE Honors student not using his/her senior design as a capstone, you would still need to fulfill the HNPG199H requirement.

Potential Waiver of RLST/HIST:

If a student completes the Honors religious studies or world history requirement **prior** to matriculating at UCR, you will receive an e-mail indicating that it has been satisfied, and you do not need to enroll and you do not need to fill out a petition as it will be automatically recorded. This is exceedingly rare. If an e-mail is not received from Honors indicating that this requirement has already been fulfilled, it means you have not fulfilled this requirement and are still required to enroll. Please note that if you fulfill this requirement **after** matriculation into UCR but prior to when the RLST and/or HIST req for Honors is offered (Winter & Spring of your 1st year, respectively), you may be discontinued.

Capstone Deadline:

All capstones are due at noon on Thursday of Week 6 of the quarter you graduate. Any student can turn in his/her capstone prior to the deadline. However, if you cannot turn in your capstone by the deadline, please contact your Honors counselor. For students using their BCOE Senior Design as a capstone for the 2019-2020 year only, they may turn it in by Week 10 of the quarter they graduate. Starting in the 2020-2021 year, BCOE Honors students will not be able to use their BCOE Senior Design project as a capstone. Additional information about deadlines and the capstone can be found in the Honors Capstone Faculty-Mentor Handbook (with student notes).