

GUIDELINES FOR CHC COURSE SUBSTITUTION PETITIONS*

9/26/16

Study abroad petitions

- Students do *not* need to petition for colloquium credit for the CHC's own study abroad opportunities unless they wish to request a different kind of credit from what is typically awarded for each opportunity (see Study Abroad Checklist for details).
- Study abroad courses can be considered, through a petition submitted to a faculty committee, for colloquium credit courses only if they follow the CHC colloquium model:
 - Upper-division (300- and 400-level) course credit noted on the transcript
 - Small class size
 - Discussion-based
 - Liberal arts/research orientation: no language instruction classes
 - Substantial reading and writing assigned and completed. Benchmark: 10- to 15-page final paper
 - Outside of a student's major
 - A minimum of 4.0 credits on the UO transcript (regardless of time spent abroad)
- Petitions are only accepted following a student's return from abroad, after the credits and grade are posted on the Degree Guide in DuckWeb.
- Final projects should be intellectually and analytically robust. Journal entries or reflections on cultural experiences do not satisfy this requirement. These same strictures apply to papers written in a language other than English. Please note: depending on the petition committee's language facilities, a student may be required to submit translations.
- If a study abroad course appears to have insufficient workload to yield colloquium credit, a student can consult with the study abroad instructor to add, for the CHC student, substantial required reading and writing. Note: instructors are not obligated to approve such a request. Work added in this fashion does not eliminate the petition process when the student returns to the CHC.
- Successful study abroad course substitution petitions typically yield credit for one elective colloquium.
- Students who study abroad for two terms or a full year may petition for a second elective colloquium substitution. Second elective colloquium credit may also be granted for special circumstances, including time spent abroad.
- Very special circumstances may allow a study abroad course in a student's major to substitute for an elective colloquium. The petition committee requires full documentation and reserves judgment in such cases.
- A student may petition to receive elective colloquium credit for a combination of two or more study abroad courses that, together, account for a CHC colloquium. The committee reserves judgment in such cases.
- Internships that require coursework, small group discussion, and substantial reading and writing – in other words, that follow the above colloquium model – can be petitioned to substitute for elective colloquium credit.
- When unsure which study abroad course would best fit an elective colloquium substitution, a student may submit more than one petition. Please include a note to this effect in *both* petitions.
- Study abroad credits typically do not substitute for any part of the required 200-level CHC curriculum in Arts & Letters, Social Science, or Science. A student who studies abroad in the freshman or sophomore years completes these requirements, if still pending, upon return to campus.
- Petitions may be granted for verified and equivalent work. They are not granted as a remedy for poor student planning.

Other kinds of transfer petitions

- Same principles as study abroad petitions apply, with the exception of upper-division requirement.
- Students are generally discouraged from petitioning substitutions for the required 200-level CHC curriculum in Arts & Letters and Social Science.
- No students can substitute transfer courses for the entire required 200-level CHC curriculum. The CHC curriculum provides a crucial foundation for the broader CHC education and experience.

UO departmental petitions (e.g. colloquium credit for a UO philosophy course)

- Same principles as study abroad, including documentation of a course's rigor.
- Petitions for a UO course in student's major to satisfy any part of the CHC curriculum, including elective colloquium credit, are rarely approved and require extraordinarily special circumstances; poor student planning is not a viable consideration.

****Please speak with a CHC faculty advisor if you have any questions about course substitutions or the petition process.***