

### ES Petition Helpful Hints:

There are many reasons a student may want to petition for substitutions or waivers of ES requirements. Here are some suggestions about where to start for different questions before doing an ES Petition and hints about how to successfully complete an ES petition. If you are unsure, talk to your advisor!

Issue	Go to	Contact Info
Study abroad ES-related course pre-approval	Christina Fargo, Registrar's Office	christina.fargo@und.edu
Took a course during a semester it was not validated (but it is now or was at some point)	Karyn Plumm, VPAA	karyn.plumm@und.edu
Transfer course that was not articulated	Karyn Plumm, VPAA	karyn.plumm@und.edu
Transfer student with partial credits in one BOK area (except MST)	Dean's waiver – if more areas needed, ES petition	Ask your advisor!

Issue	Hint
Advising error	Have the advisor write a brief memo that can be attached to the petition (pdf) about the error
Breadth of Knowledge	Use both the BOK area rubric* AND mention a learning goal or two (use those rubrics) to make a strong case about a course
Special Emphases	Use the Special Emphasis rubrics* to make a strong case about a course
"U" and "G" courses	Those rubrics are no longer posted. There is one thing that will make a petition for U or G course strong: that at least 1/3 of the course is devoted to learning about HUMAN CULTURAL DIVERSITY.
Fine Arts courses	Courses are validated for Fine Arts (vs. Humanities) because students in those courses are creating and presenting their creation. FA courses must be actively engaging students in actual creation – not just learning about it.
Social Science courses	Must include a component of social science research methodology.
*Where do I find rubrics?	At the bottom of this page, listed under Requirements: <a href="https://und.edu/academics/essential-studies/validation.html">https://und.edu/academics/essential-studies/validation.html</a>

A student CAN petition any situation however certain situations have tendency to not be approved by the committee. Some situations to keep in mind:

- The ES Committee will likely NOT **validate courses by petition** (i.e., a student may not make a case for a UND course being included as ES via petition). Departments must decide to validate courses.
- **Experiences** (e.g., I lived in a different country so I would like G credit) will likely NOT be approved as meeting any ES criteria. Substitutions and waivers should be based on earned academic credit.
- **Exam credit** (e.g., CLEP, AP) does NOT carry Special Emphasis credit for ES even if articulated as course credits that would typically carry it. Exam credit ONLY meets BOK criteria