

INDIANA STATE UNIVERSITY

College of Health and Human Services

Curriculum Petition Process

Faculty Access

1. Electronic process for CHHS Curriculum Petitions (course substitutions and/or waivers) at the undergraduate level.
 - a. You will soon see the link to the electronic process when you login to your Portal and click on the **Faculty Self-Service tile**.
 - b. On the left side of the screen you will find “Curriculum Petition (College of Arts and Science’s Use Only)”. *That title & link will soon be changing.*
 - c. Use the [Qualtrics link](#) until the Portal and current link are updated.
 - i. Answer all the questions.
 1. We no longer need student confirmation to initiate curriculum petitions.
 2. Upload documentation as needed.
 - a. Qualtrics only allows one file to be uploaded per question – if you have more than one document, please combine them into one
 - i. Options
 1. Scan to yourself on departmental printer
 2. Combine files in Adobe
 - ii. Dr. Weber will send an email to the Chairperson of the home Department/Program of the student to obtain Chairperson approval.
 - iii. Dr. Weber’s office will process the petition once approved by the Chairperson and by Dr. Weber.