Advising Information to Guide Student Petitions for

**Substitutions and Waivers**

**Substitutions for Courses within the HDFS Experiential Learning Sequence**

Substitution or waiver from any course in the experiential learning sequence can be made only with careful consideration of the individual circumstances, with the support of the student’s academic advisor and approval of the HDFS Faculty Curriculum Committee.

**Substitutions for HDFS 477/488.** Students can petition to complete a Cognate (a group of three upper division 3-credit classes) instead of participating in the internship ONLY if they have other experiences related to their career goals. See the Cognate Petition form for details. If a cognate petition is approved and does not include at least 2 HDFS prefix courses then at least two classes of Career Interest, Concentration and/or Elective courses must have an HDFS prefix.

**Substitutions for HDFS 492.** Since the capstone seminar (HDFS 492) is a University Core requirement, rarely will students be exempted from this requirement. For example, if a student has a record of successful grantsmanship and professional presentations in a human service agency, another type of culminating experience might be considered. As stated above a substitution for HDFS 492 can be made only with careful consideration of the individual circumstances, with the support of the student’s academic advisor and approval of the HDFS Faculty Curriculum Committee.

**Career Interest Course Substitutions** *(for students who entered the major prior to fall 2015 who chose to graduate with this program of study)*

Although there are numerous approved career interest courses available for students to select from in completing their 14-credit, 5-class requirement, at times students may be pursuing careers in which alternative courses may be better preparation. In this case, students may work with their advisors to discuss alternative courses from other departments or institutions to be substituted. Substitutions must logically fit with students’ career preparation and be approved. At least one career interest course and/or elective must have an HDFS prefix, and if a student has an approved cognate rather than HDFS 477/488 then at least two courses in the cognate, and/or in selected career interest or elective courses must have an HDFS prefix.

**Concentration Course Substitutions**

1) Students will be held to the course requirement for concentrations of 9 credits of HDFS coursework and 12 of the total 15 credits of the concentration being from upper division courses. This means that students can only transfer 3 credits of lower division credit to count toward their concentration and this credit must be for a class that would have already been allowed for substitution under the old career interested model or in the rare case of a course that does not exactly match with previous substitutions but the advising office and faculty deemed a course comparable (see #2 for example of this). An exception to the 12 credits of upper division (9 of which are HDFS credits) needing to be completed at CSU would be in the case of a student transferring in from another HDFS or very similar program with 80+ credits (see #4 for this exception).

2) If a student is transferring in a lower division course that we would have previously substituted for an HDFS career interest course (for example ECE 111 from a Colorado community college to count for HDFS 318) then we can continue to accept that substitution as long as the student is
meeting the upper division credit requirement. This would allow for only 3 lower division credits to be substituted for a given concentration.

3) In the example above, we could allow ECE 111 to count for an HDFS course because we know it is comparable to HDFS 318 (and as long as the upper division credit requirement is met otherwise). Other non-HDFS prefix courses would need to be carefully considered (requiring a syllabus review by the Director of Undergraduate Advising or faculty) in order to allow a non-HDFS course to count for an HDFS course. For example, we have historically considered some psychology courses as comparable to HDFS courses (for example a course on death and dying).

4) We can substitute more than 3 credits of relevant upper division coursework. As an example, we may have a student who transferred from another institution with courses that are accepted for transfer as HDFS 3++ or PSY 4++. In these instances, we would carefully consider if the course content is relevant to the concentration and if they are comparable to an HDFS or non-HDFS course. Approval must go through the Director of Undergraduate Advising or faculty as well.

Other Substitutions

Most of the below substitution requests can be approved by the Director of Undergraduate Advising, who may seek input from instructors of particular classes, other advisors, or the HDFS Faculty Curriculum Committee if necessary.

Supporting Materials for Transfer Courses. If the title of a course is not clearly equivalent to an HDFS course, please attach supporting materials such as the course syllabus and a photocopy of the table of contents for the text that was used.

Blanket Substitutions (no petition needed). In some cases there are blanket substitutions. For example: PSY 260 (or a transferred equivalent) can be substituted for HDFS 310. Also any statistics course can be used to substitute for STAT 201, STAT 301 or STAT 311.

Course Conflicts. If a course requirement conflicts with another required course, students should work to take the second course another semester. If this is not possible - as in the case of graduating seniors - a decision must be made as to which course takes priority over the other and a viable substitution found for the other. This is sometimes difficult and requires creative thinking about the intent of the lower priority course. Whenever possible we work to avoid delaying a student's graduation. However, this does not excuse poor student planning or late entry into the major. Note: In general, an HDFS prefix course takes precedence over another (non-HDFS) course.