



Appeal Procedures -- Requesting a SUBSTITUTION FOR A CORE COURSE

A hard copy of the decision (signed by the Vice Provost for Undergraduate Affairs), denoting approval or denial, will be sent directly to the student, to the student's major department (with a request for staff assistant to place in student's advising file), and to the CSU Degree and Transfer Evaluation Office.

Appeals shall be filed on the form provided and shall clearly certify by signature of the student filing the appeal and the student's adviser that:

- Substitution will enhance the educational program for the student, and
- The proposed course seems to be a good fit with the AUCC criteria. Vice Provost may contact a particular department to request counsel on substitution being requested. Appeals may only be granted for substitutions of courses within specific AUCC categories. Courses which are proposed for substitution must meet the published objectives and criteria for that category found on pages 79-82 of the *CSU General Catalog 2004-2006*.

While any AUCC category may be addressed in an appeal, the following guiding principles may be helpful.

- i. Only one course (COCC 150) currently meets the outcome intended for AUCC Category 2a – Written Communication – there is no other equivalent course at this time.
- ii. Courses that meet the AUCC Category – Depth and Integration – must be defined in relation to student's specific major (program of study).

Instructions for the Appeal Process

1. Each course to be considered for appeal shall be presented on a separate appeal form. The information requested should be completed by the student and certified by student, adviser, and unit head signature before the appeal is filed.
2. Should a student change the major after an appeal is filed, an additional appeal may be filed within the new major, with the adviser of the new major as the advocate/co-signer.
3. In the case of double majors, appeals should be filed together.

Under *unusual* circumstances, **students remaining on USP** (University Studies Program) may appeal to have a course count toward a USP category, which is approved for the All-University Core Curriculum (AUCC). A course which is proposed for substitution must meet the published criteria for that category, as stated in the *CSU General Catalog 1999-2000* on pages 87 through 91. Appeals must be **filed on the form** provided (next page).

A copy of the decision (signed by the Vice Provost for Undergraduate Affairs), denoting approval or denial, will be mailed directly to the student and also to the student's major department and to Degree and Transfer Evaluation Office.



Requesting a SUBSTITUTION FOR A CORE COURSE

Please read and follow the instructions provided in

“Appeal Procedures -- Requesting a Substitution for a Core Course” before proceeding.

These instructions can be found at www.core.colostate.edu/staffauccg.cfm

Student Name (please print: Last, First)

CSU ID

Major

Request: (Describe the specific substitution(s) being requested—which course for which category.)

Rationale: (Provide a reason for the request. Explain how the course meets the category description. **Attach a current checksheet from your department’s advising file together with relevant advising notes.**)

The appeal will not be considered if there is not sufficient, detailed rationale and documentation provided. Attach additional pages as needed.

Student signature

Date

Both the student’s Adviser and Unit Head must sign below. Signature means that the individual has reviewed the documentation provided and agrees that it is sufficient to guide the Vice Provost for Undergraduate Affairs in deliberation of the appeal. Also, the Adviser and the Unit Head are to individually indicate either support or lack of support for the request being made by the student. (Vice Provost makes the final decision.)

Adviser signature *supports the request* *does not support request.*

Date

Adviser name (printed)

Phone

Department

Unit Head signature *supports the request* *does not support the request.*
of student’s major

Date (continued)

An envelope to self-address will be available in Room 100 of the Administration ANNEX (at the time the student submits the appeal in person) OR student should enclose a self-addressed, stamped envelope if appeal is mailed. This form is to be taken with the student's documentation to Degree and Transfer Evaluation, **100 Administration ANNEX or mailed to Colorado State University, Degree and Transfer Evaluation, 1063 Campus Delivery, Fort Collins, CO 80523-1063.**

The file will then be sent to the Vice Provost for Undergraduate Affairs for consideration.

A copy of the signed form **with a decision** will be mailed directly to the student and also sent to the student's department within 3 weeks of submission of the appeal form. Department's copy of the form should then be placed in student's advising file.

Date request received: _____

The decision of the Vice Provost for approval or denial is final.

Action: Approved _____ Denied _____ Insufficient Documentation _____
(Student may choose to re-submit packet with additional documentation.)

Vice Provost for Undergraduate Affairs

Date