Appeal Procedures

Requesting a CORE COURSE SUBSTITUTION

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:

- An occasion has presented itself that makes the waiver/substitution appropriate; and
- The requested substitution will enhance the educational program for the student; and
- The proposed course is a suitable substitute given the AUCC criteria in that core category.

The requested substitution will be granted if all 3 of the criteria above are met. The Vice Provost may contact a particular department to request counsel on the substitution being requested.

Appeal Procedures:

☐ Complete the attached form (each course to be considered for appeal must be presented on a separate form)
  NOTE: Should a student change the major after an appeal is filed, an additional appeal may be needed for the new major, with the adviser of the new major as the advocate/co-signer.

☐ Outline the specific request

☐ Provide concise and complete rationale explaining how it meets the 3 criteria above

☐ Include Supporting Documentation
  a. Include any supporting documentation such as a copy of the student’s current Degree Audit or check-sheet (complete with any relevant adviser’s notes) from the advising department’s student file and other documentation needed to guide the decision-making process.
  b. If appeal is requesting the use of a transfer course, a syllabus from the transfer course is desired. If a syllabus cannot be obtained, a course description must be provided.

☐ Take to adviser and unit head for review and signatures

☐ Submit to Registrar’s Office
  a. An envelope to self-address will be available at the Registrar’s Office (at the time student submits the appeal), so a copy of the decision can be mailed to the student.
  b. If the original appeal is mailed instead of hand delivered to the Registrar’s Office, the student should enclose a self-addressed, stamped envelope so that a hard copy response may be mailed to the student.

If mailing the Appeal, it should be sent to the following address:

Colorado State University
Registrar’s Office – Degree & Transfer Evaluation
1063 Campus Delivery
Fort Collins, CO 80523-1063

Note: The Registrar’s Office will review the appeal packet before submission to the Vice Provost. The Vice Provost has granted permission to the Registrar’s Office to make decisions on certain appeal types. If an appeal cannot be handled by the Registrar’s Office it will be forwarded to the Vice Provost for consideration. It can take 3 weeks to receive a response once a complete appeal has been received by the Registrar’s Office.
**Common Reasons for appeal:**

1. **Transfer Students:**
   
   *Note: There are more routine occasions for transfer students to appeal than there are for students who began at CSU.*

   a. Entered with so many credits that an upper division course substitution is a good idea in order to promote graduation.

   b. The student took the course before transferring to CSU. The course might have been in the AUCC if CSU offered it but there is no CSU course equivalent. Accepting the substitution would promote timely graduation.

2. **Native Students:** (students who began at CSU)

   *Note: The general rule for students who start at CSU is that they should take what has been approved for the AUCC category.* Approving course substitutions on an ad hoc basis simply because the course appears to fit the criteria and might have been approved if submitted would undermine the integrity of the curricular review process. Therefore, the fact that a course might fit the criteria of a category is not a persuasive reason for approving a substitution. There must, in addition be an occasion that makes a request for a waiver/substitution appropriate and a persuasive explanation of how the substitution will enhance the educational program for the student. Appropriate occasions include:

   a. **Documented** advisor error.

   b. An existing advisor-approved plan to complete requirements is either: no longer workable because of last-minute issues or events that are no fault of the student; or should be altered because an occasion has suddenly arisen that would allow the student to have an educationally valuable experience.

   c. Change in major (e.g., took CHEM 116 when a Chemistry major and has changed majors).

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

1. Only one course (CO 150) currently meets the outcome intended for AUCC **Category 1A** – Written Communication. There is no other equivalent course at this time.

2. **Category 2B** – Additional Communication – Advanced Writing. A lower-division course will not be approved as an acceptable substitution to clear this requirement unless it is a gtPathways-approved Advanced Written Communication course.

3. **Categories 3 A-E:** Occasionally curricular changes result in courses being moved from one category to another. Courses taken while they fulfill a category will continue to count even if moved to another category. Once a course has been moved, students may no longer take it to fulfill the category it used to be in. Exceptions are made during the immediate period in which a transition occurs. For instance, if the student registered for a course in a semester in which University publications or websites still listed it in the old category. If the course is taken 2 or more semesters after the last semester in which it fulfilled a category in the AUCC, appeals are unlikely to be granted, because it is the student’s responsibility to consult the list of approved courses in effect when registering for a course. Other key facts that affect the appropriateness of an appeal:

   a. Science labs must be attached to the appropriate lecture course

   b. Courses in the arts/humanities cannot fulfill the History requirement (under Colorado’s gtPathways curriculum, history is defined as a subpart of the social sciences)

   c. Global and Cultural & Study Abroad: Study Abroad experiences can be used to clear the Global and Cultural Awareness category only when taken as a matriculated college student (not during high school or between high school and college). AUCC policy requires a study abroad experience that includes either the successful completion of 12 semester credits or an individual 3 credit course that fits all the criteria of the category. Those criteria are listed below.

   d. Global and Cultural: The course must have as one of its central learning objectives the study of multiple cultures in a transboundary perspective. Travel courses never count; being an international student here also does not count.

4. **Courses that meet the AUCC Category 4** – Depth and Integration. Substitutions in this category must be justified in relation to the student’s specific major (program of study). Be sure to include an explanation of the occasion/reason and equivalency of experience.
Requesting a CORE COURSE SUBSTITUTION
Please read and follow the instructions provided on the coversheet before proceeding.
A copy of the coversheet can be found at www.core.colostate.edu/staffauccg.cfm

Student Name (please print: Last, First, MI) ________________________________

CSU ID Number ________________________________

Major ________________________________

Semester in which the student intends to graduate ________________________________

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

Rationale: (Provide a reason for the request. Explain how the course meets the category description. Attach a Degree Audit or current check-sheet 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 ________________________________

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 Date ________________________________

Unit Head name (printed) ________________________________ Phone ________________________________ Department ________________________________

An envelope to self-address will be available in the Registrar’s Office, Centennial Hall, (at the time the student submits the appeal in person) OR the student should enclose a self-addressed, stamped envelope if appeal is mailed. Once this form is complete (all signatures) it should be taken with the student’s documentation to the Registrar’s Office, Centennial Hall, or mailed to Colorado State University, Registrar’s Office, 1063 Campus Delivery, Fort Collins, CO 80523-1063. The Registrar’s Office will then send the file 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 three weeks of receipt of the appeal form. The department’s copy of the form should then be placed in the student’s advising file.
Decision regarding Appeal for a Core Course Substitution

Date request received in Registrar’s Office: ______________

If applicable: Decision of Registrar’s Office (via permission from the Vice Provost for Undergraduate Affairs)

Action: Approved ______ Denied ______ Forward to VP for decision ______

_________________________________________ ________________
Associate Registrar, Degree & Transfer Evaluation Date

Date request received in Vice Provost Office: ______________

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

Comments: