**University of Colorado Denver**

**Core Curriculum Oversight Committee**

**Student Exception Petition Policies and Procedures**

**CCOC Petition Overview:**

The Core Curriculum Oversight Committee (CCOC) is a faculty governance committee that has responsibility to approve and to review academic courses in the campus-wide CU Denver Core Curriculum. Once an undergraduate student is officially admitted into a degree program at CU Denver, the student is expected to complete the Core Curriculum general education requirements with CU Denver course work approved by the CCOC.

The CCOC realizes that students may have special circumstances that are not addressed by approved policies; therefore, CCOC allows a student (individual situation) or an academic program (all students with given degree/major) to petition CCOC for a substitution or waiver of Core requirements. The CCOC also serves as an appeal body for students denied core credit by the individual schools and colleges.

There is a shared responsibility to ensure satisfactory completion of the Core Curriculum. The schools and colleges have a responsibility to offer sufficient core courses using a variety of meeting patterns and delivery methods to meet student demand. Students have the responsibilities to meet with their college advisor on a regular basis and to register early to enhance core course options and scheduling flexibility.

**CCOC Petition Policies:**

Most decisions related to the application of course credit toward Core Curriculum requirements are delegated to the individual CU Denver undergraduate colleges and schools using guidelines developed by the CCOC. Specifically, the decision to apply transfer credit to the CU Denver Core Curriculum is delegated to the advising offices in each undergraduate school and college.

For CU Denver matriculated students admitted to a degree program, CCOC reserves the right to make Core Curriculum decisions based on a formal student or program petition for the following situations:

* Use of a non-CCOC approved CU Denver course to fulfill Core Curriculum requirements.
* Use of a grade lower than a “C–” (1.7) to fulfill course work in the Intellectual Competency (English composition and mathematics) area of the Core Curriculum.
* Appeal of a college/school decision to deny use of a study abroad experience to fulfill the International Perspectives requirement in the Core Curriculum.
* Appeal of a college/school decision to deny use of transfer credit to fulfill the CU Denver Core Curriculum requirements.
* Appeal of a college/school decision to deny a substitution or waiver of Core Curriculum requirements based on a documented student disability.

**CCOC Petition Procedures:**

Students, or academic programs, that believe there are circumstances that warrant a petition to the CCOC, or that are appealing a decision from the college/school, must complete the following information to provide a complete petition to the CCOC for review.

1. The CCOC Petition Form (see next page) with basic student or program information and a statement of the specific substitution or appeal sought. The CCOC Petition Form can be found under the Submit an Exception Petition (Students) on the CCOC website: [http://www.ucdenver.edu/student-services/resources/ue/core/CCOC/Pages/default.aspx](http://www.ucdenver.edu/student-services/resources/ue/CCOC/Pages/default.aspx)
2. A detailed, signed letter from the student, or program, that identifies the special circumstances or course content reasoning that supports the petition.
3. Independent verification of special circumstances or appeal information that support the petition. The burden of proof is on the student/program for a petition request. Examples of independent verification are given below:
   * Incorrect Advising – letter from advisor verifying misadvising and circumstances
   * Use of Non-Approved Course – course syllabus of course for which Core Curriculum is being requested *and* a letter from department chair indicating how course meets Core requirements
   * Appeal of College/School Decision – copy of original request to college/school *and* a copy of correspondence identifying reasons for the denial

1. For a student petition, the CCOC requires a letter from the student’s primary college (not major) advisor that identifies reasons for college support, or not, of the petition. For a program petition, the CCOC requires a letter from the college/school Dean, or designee that identifies reasons for the support of the petition.
2. Letters of Support (optional). Students should consider faculty and college/school advisors to provide a letter of support for the petition.

**CCOC Petition Delivery:** (submission in either hard copy or electronic format)

Submit a complete hard copy petition and attachments to the Office of Undergraduate Experiences, Lawrence Street Center, 1380 Lawrence Street, Suite 1400, or electronically, including *signed* letter and all attachments (all scanned into one PDF file), to the CCOC e-mail address: [ccoc@ucdenver.edu](mailto:ccoc@ucdenver.edu).

Students should receive a confirmation of submission within a few days after submission. Lack of confirmation from CCOC indicates an improper submission or an inability to read/download submitted information.

**CCOC Decisions:**

Results of the CCOC decision will be forwarded to the student and to the student’s college advisor. Decisions of the CCOC are final and not subject to appeal.

**UNIVERSITY OF COLORADO DENVER**

**Core Curriculum Oversight Committee**

**CCOC STUDENT EXCEPTION PETITION FORM**

Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Petition Type:** Check one, and complete requested information.

* **Student**

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| --- |
| * Student Name: |
| * Student ID Number: |
| * Primary Home College/School: |
| * College (not major) Advisor Name: |
| * Declared Major(s): |
| * CU Denver E-mail Address: |
| * Personal E-mail Address: |
| * Daytime Contact Number: |

* **College/Program**

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| --- |
| * School/College: |
| * Dean or Dean’s Designee: |
| * CU Denver E-mail Address: * Daytime Contact Number: |

**Petition Statement of Request:**

Provide in the space below a one sentence, specific statement of the petition request.

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**Petition Checklist:**

Check boxes to confirm materials submitted for the petition.The first four components are required for a complete CCOC petition, but the fifth box is optional.

* CCOC Student Exception Petition form (this sheet)
* Detailed, *signed* letter explaining special circumstances and/or reasoning that supports the petition
* Independent verification of special circumstances or appeal information that supports the petition
* Separate letter or e-mail from the college/school that supports (or not) the petition
* (Optional) letter(s) in support of the petition