

Academic Policies Petition Guidelines

Formatting, Addressing & Submitting your petition:

- The Committee meets once per month during Fall and Spring semesters (they do not meet in Summer). All submissions must be received by the **first business day of the month** to be placed on the agenda.
- Petitions can be mailed, e-mailed, faxed, or hand delivered.

MAIL: Academic Policies Committee
UCD College of Arts & Media
Campus Box 162
PO Box 173364
Denver, CO 80217-3364

E-MAIL: AcPol@ucdenver.edu

FAX: (303) 556-2335

HAND DELIVER: ARTS 177

Requesting a Retroactive Add/Drop of a Course or Withdrawal:

- Students must use the Petition for Retroactive Action (Add, Drop or Withdrawal) Form, available in ARTS 177, at www.cudenver.edu/cam > Student Resources > Forms/How To or by emailing AcPol@ucdenver.edu
- Students should read this form carefully and be sure to follow all guidelines and attach any and all documentation required, or their petition will not be reviewed.
- Tuition refunds are not part of this process (although students must successfully complete this process before requesting a tuition refund). For information about tuition appeals, go to www.cudenver.edu/registrar > Forms > Tuition Appeals.

Requesting to be Re-Admitted to the College of Arts & Media:

- Students who have been placed on Academic Suspension or who did not attend for a full calendar year and have a cumulative CU GPA below a 2.0 will need to petition for re-admission to the University and the College.
- First, re-apply to the University at www.cudenver.edu/admissions.
- Then, write a 1-2 paged (typed and double-spaced) letter addressed to the Academic Policies Committee explaining:
 - What issues were affecting your earlier academic performance
 - What choices you have made since to ensure that you will be successful academically (e.g., went to another institution and have a "good" GPA (include copy of transcript), changes in work or personal circumstances, etc.).
- Be certain to include the following contact information:
 - ◆ Full name and student ID number
 - ◆ Phone and E-mail
 - ◆ Mailing Address

Requesting Exemption from Foreign Language Requirement:

- Due to learning disabilities, some students may qualify for an exemption (via substitute courses) from the foreign language requirement (BA and BFA students only are required to complete this requirement).
- First, students must be registered with the Office of Disability Resources and Services (DRS) in NC 2514; (303) 556-3450.
- If DRS deems it appropriate, they will write a letter for support for the exemption.
- Upon receipt of the letter of support from DRS, and only upon receipt of said letter, the student shall be granted an exemption (via substitute courses) to the foreign language requirement.
- Students who are exempted from the foreign language requirement will be required to complete 2 substitute courses. These courses must be approved by the student's academic advisor, and must focus on a foreign culture. Consider the following:

CNST 1000 China and the Chinese
FR 1000 Intro Cultures: French Speaking World
GER 1000 Germany and the Germans
RUSS 1000 Russia & Russians: Life, Culture, Arts
RUSS 2000 Masterpieces of Russian Culture

Appealing a Course Grade:

- The student must first consult and discuss the issue with the original instructor.
- Depending upon the nature of the appeal, the relevant Department Chair may be consulted prior to or at the time the student contacts the original instructor.
- Should the student, the instructor(s) and the Chair be unable to rectify the grade issues, the CAM Academic Policies Committee may choose to intercede if in fact course or college policies were unclear or not uniformly applied.
- Therefore, at the point which the Committee considers the case, it is the student's responsibility to provide the committee with all relevant course policies and documents (including syllabi, project descriptions, etc.).
 - ◆ The student should submit a 1-2 paged (typed and double spaced) letter clearly detailing the original circumstances, a summary of the discussions between the instructor and the Chair and the issues the student feels have not been resolved.
- The instructor's response to the appeal will also be considered by the committee.
 - ◆ Documentation must be presented in the appeal showing that the instructor was consulted and that the initial appeal was submitted to the instructor for consideration.
 - ◆ Petitions that do not include documentation of instructor contact will not be reviewed.
- It is the function of the Committee to research and analyze grade issues with regard to consistency and fairness. The Committee is empowered to make recommendations directly to faculty, which may include the review of assigned grades in light of further evidence produced through the committee's examination of the issues.
- **Due to the tenets of Academic Freedom, the Committee cannot override grades given in good faith by faculty.**
- If circumstances and evidence submitted are in support, the Committee may recommend a particular grade be re-evaluated and faculty may be presented the opportunity for good faith consideration of the recommendation and possible reconsideration of the assigned grade.

Other Requests/Appeals:

- Requesting to be retroactively added to a prior semester's graduation list
 - Write a 1-2 paged (typed and double-spaced) letter addressed to the Academic Policies Committee explaining:
 - What circumstances prevented you from being placed on the original semester's graduation list.
 - Why you are requesting to be added to a prior semester list, rather than applying for the next/upcoming semester's list.
 - Be certain to include the following contact information:
 - Full name and student ID number
 - Phone and E-mail
 - Mailing Address
- Requesting exemption or substitution for a Core (general education) requirement (except the Foreign Language requirement)
 - Write a 1-2 paged (typed and double-spaced) letter addressed to the Academic Policies Committee explaining:
 - What exemption or substitution you are requesting.
 - Why you are requesting this substitution (justification for using a course not on the pre-approved list of courses).
 - Include a letter of support (must be on University letterhead) from the instructor or Department Chair of the course, stating why he or she feels this course is an appropriate substitution for the Core requirement.
 - Be certain to include the following contact information:
 - Full name and student ID number
 - Phone and E-mail
 - Mailing Address

Questions?

- Consult an Academic Advisor:
 - ◆ Call 303-556-2279 to schedule an appt
 - ◆ E-mail CAMadvising@ucdenver.edu

Also see:

- Late Add/Drop Petition form
- Petition for Retroactive Action form
- Tuition appeals: www.ucdenver.edu/registrar > Forms > Tuition Appeals