

Academic Policies Petition Guidelines

Formatting, Addressing & Submitting your petition:

- The Committee reviews petitions through a secured and encrypted website. Petitions are currently reviewed year-round. **Petitions must be submitted by the first business day of the month.** The Committee endeavors to review and vote on petitions by the 20th of each month. Petitions submitted after the first business day of the month will be reviewed the following month.
- During Summer term, petitions may take longer. Students are encouraged to plan ahead when submitting petitions (especially during Summer term) to avoid delays with registration, financial aid, etc.
- 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: CAMadvising@ucdenver.edu

FAX: (303) 315-7404

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.ucdenver.edu/cam > Student Resources > Forms/How To or by emailing CAMadvising@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.ucdenver.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.ucdenver.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:

- For College of Arts & Media (CAM) courses
 - ◆ When a student has questions or concerns regarding academic issues such as project grades, final grades, attendance policies, etc., the student is encouraged to speak directly with the faculty member teaching the course.
 - ◆ If resolution or clarity of understanding is not reached, the following procedure should be followed:
 - ◆ The student contacts the Chair of the Department offering the course to discuss the concerns and his/her point of view.
 - ◆ The Department Chair speaks with the faculty member to ascertain the faculty member's point of view.
 - ◆ The Department Chair facilitates a meeting between the student and faculty member to discuss the issue.
 - ◆ If the student still has concerns after completion of these procedures, the student should contact the CAM Associate Dean of Academic and Student Affairs.

- For non-CAM courses, please consult the School/College offering the course.

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 303-315-7400 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/registar > Forms > Tuition Appeals