



Core Area Requirement Curriculum Petition

Student Request for approval of a Naropa undergraduate course to fulfill a Core Requirement

<input type="text"/>	<input type="text"/>	<input type="text"/>
Student ID	Student Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Student telephone	Advisor Name	Major
<input type="text"/>	<input type="text"/>	
Naropa Student Email	Course Title	
<input type="text"/>	<input type="text"/>	<input type="text"/>
Semester & Year of Course	Core Requirement	Course #

Student's Statement: What is the rationale for requesting the substitution?

Advisor's Comments:

Advisor

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Signature	Date

Student

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Signature	Date

Submit completed form to Office of Undergraduate Education for Associate Dean's Review

Approved This case only <input type="checkbox"/>	
Associate Dean Decision:	Approved: add to approved courses <input type="checkbox"/>
	Denied <input type="checkbox"/>
<input type="text"/>	<input type="text"/>
Signature	Date

Procedure for Submitting a Core Area Requirement Curriculum Petition

USE OF THIS FORM

This form is used in rare cases where an undergraduate student is requesting to have a past or current Naropa course that is not included on the approved Core course list counted as fulfilling a core requirement.

PROCEDURE

Student

Step 1: Student schedules an appointment with their advisor to discuss the proposed Petition.

Step 2: Student completes the upper portion of the form, including the following:

- Student's full name
- Naropa student email address
- Student's telephone number
- Student ID number
- Student's major
- Semester and year during which the course in question was or will be taken
- Course Number and Title
- Name of student's Academic Advisor
- Core requirement for which the student is petitioning to use the above course
- Student's statement: a brief statement regarding the need and rationale for requesting the above substitution

Step 3: After completing the above information, the student takes the form to his/her advisor. The advisor provides comments regarding the suitability of the proposed course for fulfilling the core requirement.

Advisor

Step 4: Send completed form to the Associate Dean for Undergraduate Education in Little House for final review and decision.

Associate Dean for Undergraduate Education

Step 5: The Associate Dean reviews the petition and may decline the petition altogether; approve the requested substitution for the current case only; approve and send the course in question to the Curriculum Committee for review as a potential addition to the list of courses that may fulfill the core requirement.

Step 6: The completed form with the Associate Dean's decision is routed as follows:

- Original to Registrar's office
- Copy to Academic Advisor – Advisor will notify student
- Retain a file copy for Office of Undergraduate Education