



# Core Seminar Curriculum Petition

*Student Request for approval of a Naropa undergraduate course to fulfill a Core Seminar 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"/>	
Student's Naropa Email	Course Title	
<input type="text"/>	<input type="text"/>	<input type="text"/>
Semester & Year of Course	Core Seminar	Course #

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

Faculty Coordinator's Comments: How does this course meet the Core Seminar Curriculum Requirement?

### 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**

<b>Associate Dean Decision:</b>	Approved This case only <input type="checkbox"/>
	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 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 a Core Seminar course counted as fulfilling a Core Seminar 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

Student's naropa.net 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 Seminar 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 the Core Seminar Faculty Coordinator. The faculty coordinator provides a brief statement regarding the suitability of the proposed course for fulfilling the core seminar requirement.

Step 4: Student returns the form to his/her advisor for approval before being sent to Associate Dean for Undergraduate Education.

### Associate Dean for Undergraduate Education

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

Step 5: The Associate Dean reviews the petition and may approve the requested substitution for the current case only or decline the petition.

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