Academic Senate Resolution

2/AS/09/GC—Petition/Appeal of University Requirements & Course Substitution (Graduate)

Resolved: That the Academic Senate approve the attached language amending the policy for Petition/Appeal of University Requirements & Course Substitution (Graduate); and be it further

Resolved: That the policy, 2/AS/09/GC, take effect upon approval by the President.

Unanimously approved by the Academic Senate on March 3, 2009.

Betsy Eudey, Clerk

Hamid Shirvani, President
California State University, Stanislaus

ACTION OF THE PRESIDENT:

Approval:  

Returned to Clerk with reason for not approving:  

3/25/09 Date

4/5/09 Date
Resolved: That the Academic Senate approve the attached language amending the policy for Petition/Appeal of University Requirements & Course Substitution (Graduate); and be it further

Resolved: That the policy, 2/AS/09/GC, take effect upon approval by the President.

Rationale: The Graduate Council has deliberated the importance of ensuring the quality and integrity of our graduate programs and delivering them in accordance with the policies of the California State University and Title 5 regulations. These regulations specify that candidates for master’s degrees must complete a specified coherent pattern of study as designed by the faculty and as approved by the CSU Board of Trustees and the campus authority.

As such, graduate directors/coordinators, through their department chairs and faculty, are vested with the responsibility to ensure the delivery of graduate programs as approved, with appropriate exceptions made on a case-by-case basis for individual graduate students and for compelling academic reasons. Further, the faculty wish to remain flexible in supporting graduate students' progress toward their degrees. Faculty and students have reported that procedures for course substitutions are ambiguous and inconsistently applied. Thus, this proposed revised policy was designed to clarify course substitution procedures and to expedite students' graduation clearance.

March 3, 2009 unanimously approved by the Academic Senate.
Petition/Appeal of University Requirements
Students may petition university deadlines, request a waiver or substitution of certain university-wide academic requirements, or request a review of decisions affecting their academic status.

Petition:
Petition forms and information concerning university regulations may be secured from the Enrollment Services Office and the Graduate School. All such petitions must be requested using the Student Petition for Exception to University-Wide Requirements form. Graduate students should file petitions with the Graduate School. A $10 petition processing fee is charged.

Course Substitution:
A request for a substitution concerning a program major, concentration, or other requirements should be directed to the appropriate department. Course substitutions typically are 5000 or 4000-level courses. No more than 20% of the total program units may deviate from the approved program. All such requests must be submitted using the Course Substitution for Graduate Degree Program Requirement form prior to enrollment in the course requested for substitution. Graduate students should file this form with the Graduate School. No processing fee is charged.

Graduate students may request a review of decisions affecting their academic status via the appeal process established by the department in which the graduate program resides. An Appeals Committee on Student Petitions has been established as advisory to the Provost. Petition decisions concerning academic status and certain academic requirements may be referred to the Appeals Committee via the Graduate School.

California State University, Stanislaus 2007-2008 Graduate Catalog, P. 87-88.
Course Substitution for Graduate Degree Program Requirement
(No Fee Required)

Instructions: This form should be used to request substitution of a graduate course with another course to satisfy a degree requirement. A copy of the approved action must be submitted to the Graduate School prior to enrollment to ensure proper evaluation of credit toward a program requirement.

Student ID#: ___________________________    Date: ___________________________

Name: ________________________________  ________________________________
   Last First                  Middle

Address: ________________________________
   Street # & Name City State Zip

Telephone#: ___________________________    Email: ___________________________

Graduate Program: ___________________________

Concentration: ___________________________    Major Advisor: ______________________

CSU Stanislaus Program course requirement:

<table>
<thead>
<tr>
<th>Prefix/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
</table>

Substitute course requested in fulfillment of requirement:

<table>
<thead>
<tr>
<th>Prefix/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
</table>

Rationale for substitution:

________________________________________________________________________

________________________________________________________________________

Student's Signature ___________________________    Date ________

Instructor Verification (for undergraduate level substitution courses only): It is expected that this graduate student meets higher standards for course requirements and grading.

Instructor Signature ___________________________    Date ________

Graduate Program Director/Coordinator:

Graduate Program Director/Coordinator ___________________________    Date ________

For Graduate Office Use Only:

Date Reviewed: _______ Reviewed by: _______

Distribution: Original to Graduate School, Copy to Department, Copy to Student