Procedures:

Petition to the Core Curriculum

A. There are cases where a student may have completed an academic experience that is equivalent to one required by the core curriculum. If so, students may petition for a core curriculum exception. Procedurally, the student meets with his or her adviser, and both complete the appropriate form. To waive or substitute a single course, use the “Exception to Core Curriculum” form. To waive the entire core if a student has completed a bachelor’s degree, use the “Curriculum Exemption.” Forms are found online at https://www.coastal.edu/forms/. All information, signatures, transcripts, transfer equivalency reports and course description listed on the form are required; other supporting documents may be included. The student writes a letter explaining the reason for the petition, and provides justification for the exception. This may include a syllabus and course description for a course taken elsewhere.

B. The completed form is reviewed by the adviser who signs and dates the form and indicates if approval of the petition is recommended. The form is then sent to the Office of the Provost to be logged in.

C. The petition is reviewed by the Director of Core Curriculum who writes a letter in support of the petition. The Director may consult with Department Chairs for additional supporting information. The Director then signs and dates the form, and indicates his or her decision to recommend or not recommend. The petition is returned to the Provost’s Office.

D. The completed form and all accompanying documentation made available to and reviewed by the Core Curriculum Committee, who votes to approve or disapprove the exception. The Committee compares the student’s academic experience to the student learning outcomes for the core curriculum. If the academic experiences are judged equivalent, the petition is approved. The Core Curriculum Committee chair signs, dates, and indicates the committee’s decision.

E. The petition is reviewed by the Provost’s Office for final approval. If approved, the Provost signs, dates, indicates the final decision and forwards the petition to the Registrar. Copies of the completed petition are sent to the student, and the student’s adviser. In cases where the exception is approved, the Office of the Registrar incorporates the exception in the student’s academic record. It is the student’s responsibility to maintain a record of the approved petition.