This form is to be used for enrolled students who are working with their advisor and department chair/program manager to appeal a previously submitted Course Substitution Petition.

The appeal should be submitted only when:

- Student has been matriculated.
- Student’s program of study (program and plan) in CampusConnection matches what is indicated on the form.

Submission Instructions:

1. Complete all sections of the appeal form, except those noted as “Office Use”.
   Note: Incomplete forms will be returned to the initiator without being reviewed or processed.

2. Submit the completed appeal form to the Academic Records Office, Schafer Hall – Room 135.

3. Academic Records will forward the appeal along with the initial course substitution petition to the Provost/Vice President of Academic Affairs or Vice President National Energy Center of Excellence, as appropriate. (All NECE program specific courses to the VP, NECE. All General Education and all other academic program courses go to the Provost/VP of AA).

4. Review of the appeal will be completed within two weeks by the Provost/Vice President of Academic Affairs or Vice President National Energy Center of Excellence, as appropriate.

5. The Provost/Vice President of Academic Affairs or Vice President National Energy Center of Excellence, as appropriate, will send the final decision via email to both the Student Advisor and Academic Records office. (Prior to that notification, to ensure consistent applications of policies, the Provost/VP or Academic Affairs and VP NECE will coordinate the response).
# Course Substitution Appeal

## Student Information

- **Last Name**
- **First Name**
- **Daytime Phone**
- **BSC Email Address**
- **Program of Study**
- **Expected graduation term**
- **Catalog under which you plan to graduate**
- **Student Advisor**

## Requested petition applies to:

- [ ] Program Requirement
- [ ] General Education Requirement
- [ ] G.P.A. minimums
- [ ] Institutional credit minimum
- [ ] Enrichment Requirement
- [ ] Diversity Requirement
- [ ] Other

## State exact appeal request:


## Provide a reason for the appeal:


## Academic Records

- Form completed & signatures secured
- Student Matric in Program of Study listed above:
- Initial substitution and appeal forwarded to Provost/VP of AA or VP, NECE

## Provost or VP NECE

- Final decision email

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<th>Denied</th>
<th>Comments</th>
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