

~MONTANA STATE UNIVERSITY-BOZEMAN~

**CORE EQUIVALENCY REVIEW COMMITTEE (CERC)**

COMPLETE THIS FORM TO REQUEST ONE OR MORE OF THE FOLLOWING:

\_\_\_\_\_ **Substitution of transferred credits to fulfill University Core requirements.**

Institution	Course Title & Number	Credits	Core Area*

\_\_\_\_\_ **Waiver of required Core credit.**

	Credits	Core Area*

\*CORE AREAS: US = University Seminar, W = Writing, Q = Quantitative Reasoning, D = Diversity, CS = Contemporary Issues in Science, IA/RA = Arts, IH/RH = Humanities, IN/RN = Natural Science, IS/RS = Social Sciences, R/RA/RH/RN/RS = Research and Creative Experience.

**PLEASE ATTACH SUPPORTING WORK OR ADDITIONAL INFORMATION FOR REVIEW**

\*Student Letter of Petition to the CERC Committee Must Accompany This Form\*  
(If applicable: Supply a syllabus, course description and/or other supporting work for review.)

NAME \_\_\_\_\_ GID# \_\_\_\_\_

CURRICULUM \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

Street City State ZIP

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ASSISTANT DEAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

- Student must schedule an appointment with the Assistant Dean/Associate Dean of their college.
- Student must provide the completed petition, letter and supporting documents when meeting with the Assistant Dean/Associate Dean of their college.

**RETURN THIS COMPLETED FORM TO: OFFICE OF THE REGISTRAR, 101 MONTANA HALL**  
RESULTS ARE DISTRIBUTED TO: Student, Student's Department

CERC Action \_\_\_\_\_ Date \_\_\_\_\_

## **\*Preparing a CERC Appeal\***

All student appeals of core curriculum requirements will be reviewed by members of the Core Equivalency Review Committee/University Core Committee. This review typically takes 4-6 weeks to be completed. This document is intended to provide guidance about the main factors that will be considered.

Along with the cover sheet, please provide a letter addressing the basis for your appeal. The letter should be addressed to the members of CERC (Core Equivalency Review Committee). Before submitting your proposal to the Registrar's Office, please meet with the assistant or associate dean of your college to discuss your situation and the merits of your petition.

**CERC can grant one of two types of exceptions: a substitution or a waiver.**

### **Substitution**

A substitution is granted when the board is persuaded that a **transfer course**, originally evaluated as not counting toward the core, should be transferred to MSU as a core course in a particular category. When granted, the transfer equivalency guide will be changed to reflect the board's decision such that the course will be automatically included in the core for subsequent students from that institution. To assist the board, please provide as much information as possible. This should include the course catalog description, an explanation of how the course fits into the general education at the home institution (if appropriate), and a course syllabus (if possible), which is often available online or can be sent by the current instructor. In addition, please address why you believe that the course addresses the Core Qualities and Core Perspectives associated with the course being proposed. The standards can be found here: [https://www.montana.edu/msu-core/core\\_learning\\_outcomes.html](https://www.montana.edu/msu-core/core_learning_outcomes.html)

Please note that the board will **not** consider MSU courses for substitution. If you believe that an MSU course should be included in our core, consider speaking with the instructor or department head about this. Courses are included in the core only when the application is initiated by faculty.

### **Waiver**

A waiver is a decision by the board that there are special circumstances making it appropriate for you to be deemed to have satisfied a specific core requirement without completing the course requirements. This decision applies to you alone, and will not extend to other students. Although the board will consider all applications, most will fit into one of the following categories:

1. **Learning Disability** – The board recognizes that certain learning disabilities can prevent students from being able to satisfy MSU's requirements in specific areas. Petitions of this type must be initiated at the Office of Disability Services, which is located in the ground level of the Strand Union. <https://www.montana.edu/disabilityservices/index.html>
2. **Advanced Coursework** – Some students complete advanced MSU courses without completing the prerequisite courses (often in the core). These courses do not automatically satisfy the core requirements because often they are focused on a narrow range of topics rather than dealing with broader issues of how knowledge is created in the discipline. Your application should include specific information about how the course you took addressed the specific learning outcomes for the core area being sought. In addition, please describe any other experience or training that you have had that prepared you for this more advanced course.
3. **Non-Course Experience** – If you have significant learning that you believe has provided an education that meets or exceeds the learning outcomes for the core area, please describe these and provide as much documentation as possible.

### **Denials:**

Petitions to the Core Equivalency Review Committee will be evaluated to determine if the evidence presented meets the qualities and perspectives articulated in the Core Learning Outcomes along with being in compliance with the requirements established in the MSU Catalog. If a petition does not meet these standards then it will be denied, additional factors or outside support would not constitute standing to overcome the evaluation by the Committee.

If you have any questions, please contact Drew Waters in the Registrar's Office: 994-5519, [awaters@montana.edu](mailto:awaters@montana.edu); or Steve Swinford in the Office of the Provost: 994-4371, [swinford@montana.edu](mailto:swinford@montana.edu).