

Proposal

PROFICIENCY REQUIREMENT APPEALS PROCEDURE

(For students who have not fulfilled their proficiency course requirement within the 24 credits permitted by the Board of Trustees resolution of July 2003)

1. Students who enter the university beginning fall semester 2004 are subject to the Resolution concerning Proficiency Courses (CSU Board of Trustees, July 16, 2003).
2. Students will be notified of this requirement when they enter the university, and they will receive regular reminders from their school dean until completion.
3. A student who needs to demonstrate proficiency but who fails to complete the requirement within his/her first 24 credits at the university will be notified by the school dean that no further registration for credit course will be permitted at any CSU institution until the required proficiency courses or their equivalents have been successfully completed elsewhere.
4. A student may appeal the penalty by responding in writing to the Dean within two weeks of notification. This deadline may be extended only if the student is unable to respond because of hospitalization or other reason beyond his/her control.
 - a. To support the appeal, only reasons beyond the student's control can be considered, such as medical emergency, leave of absence, or family leave.
 - b. All reasons must be supported by evidence.
 - c. For further support, the student's record must show evidence of academic progress.
5. The Dean will respond to the student in writing within two weeks of receiving the appeal.
 - a. An extension of time to meet the requirement may be granted at the Dean's discretion after review of the evidence
 - b. Extensions may not exceed one additional academic semester.

Respectfully submitted,
Ad Hoc Senate Committee on Appeals Procedure
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Peter Lyons
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