

## University of Georgia – Core Curriculum Appeal Process

Students may appeal courses that transfer into UGA that are not directly equivalent to UGA core courses.

Students may not appeal UGA courses taken in residence at UGA as satisfying core curriculum requirements. Students must take a course from the list of approved core courses in order to satisfy UGA core curriculum requirements.

The route of appeals for Core Areas I, II, III, IV, V substitutions or waivers is:

1. the department of the discipline in which the course is taught at UGA,
2. Dean's Office of the school or college in which that department resides,
3. General Education Subcommittee of the University Curriculum Committee
4. Educational Affairs Committee,
5. University of Georgia President,
6. Board of Regents

The appeal should be in the form of a letter written and signed by the student. The letter should clearly and concisely explain the appeal, state the matter being appealed in the first sentence, and include all relevant information in support of the appeal. The appeal must include the student's full name, UGA student ID number, postal address, UGA email, and phone number on the first page in the upper left corner. The appeal must be prepared and signed by the student — it cannot be prepared on the student's behalf by another party.

If an appeal has been denied at the department and school/college levels, the student may appeal to the university level. Core curriculum appeals should be submitted to the Office of the Vice President for Instruction. The appeal may be sent directly to the General Education Subcommittee. If the appeal is sent to the Educational Affairs Committee, core curriculum appeals will be forwarded to the General Education Subcommittee for consideration prior to consideration by the Education Affairs Committee.

### **MAIL:**

General Education Subcommittee  
Office of the Vice President for Instruction  
Office of Curriculum Systems  
University of Georgia  
319 New College  
Athens, GA 30602

**FAX:** 706-542-0435

**EMAIL:** [currsys@uga.edu](mailto:currsys@uga.edu)

Any other student academic appeals such as grade, readmission, course withdrawal, or other course requirement appeals should be submitted to the Office of the Vice President for Instruction by any of the methods below:

### **MAIL:**

Educational Affairs Committee  
Office of the Vice President for Instruction  
Student Academic Services  
University of Georgia  
114 New College  
Athens, GA 30602

**FAX:** (706) 542-0544

**EMAIL:** [appeals@uga.edu](mailto:appeals@uga.edu)

**IMPORTANT:** If you fax your appeal, please send an email to [appeals@uga.edu](mailto:appeals@uga.edu) to confirm it was received.