

## Category Change Policy

The purpose of this policy is to facilitate the proper categorization of projects entered in the Colorado Science and Engineering Fair (CSEF) and to allow for a process to move projects between categories for best fit.

1. The CSEF Director will review the ISEF descriptions annually when the new *International Rules for Pre-college Science Research: Guidelines for Science and Engineering Fairs* are available to assure that descriptions used by CSEF are appropriate. The Category/Division Policy will be updated as necessary to incorporate any changes made by the Society for Science & the Public to their categories.
2. The CSEF Director will communicate to regional fair directors any changes to the CSEF categories. This information will also be communicated to the judging captains via the Grand Awards Judging Coordinator.
3. The Scientific Review Committee (SRC), as part of the normal project review process, will examine all projects for proper categorization. Projects that are not properly categorized will be recommended for re-categorization. The CSEF Director will communicate the proposed change in category to the appropriate regional fair director, the adult sponsor of the project, the student researcher and the Grand Awards Judging Coordinator for approval
4. Once all project abstracts are available in the online database, the judging captain and/or assistant captain of each category and division will review the abstracts entered into their categories and make recommended changes to the new category judging captain and the Grand Awards Judging Coordinator.
5. Once a new category has been decided, the CSEF Director will contact the appropriate regional fair director, adult sponsor of the project and the student researcher for approval.
6. All category change recommendations must be approved by the student researcher and he/she has the right to decline the recommended move. In these cases, the project will stay in the original category.
7. Category placement will be considered final on April 1<sup>st</sup>.