Appeals of the All-University 60-Credit Mathematics or Composition Requirements considered when:

1. There are significant extenuating circumstances (usually beyond the student’s control) that prevented the student from fulfilling the requirement.

2. There is an academically appropriate remedy, substitution, or waiver that is consistent with existing policy and precedence.

Student’s Name: ___________________________________________  CSU ID: ____________________

Appeal is For (choose one): Math ___  Comp. ___  Term: _________  Major: _______________________

Email Address: ____________________________________@rams.colostate.edu  Registration Access Date: ____________

Submission of this appeal assumes the documentation is complete and information provided after submission will not be considered for appeal. Submission of all requested materials and documentation is not a guarantee that your appeal will be approved.

I understand the decision regarding my appeal is final.

Student Signature: ________________________________________  Date: ____________________

If approved, the registration HOLD will be lifted for one semester. This does not provide a waiver of the requirement; students must complete the AUCC Composition and Mathematics requirements for graduation. Please attach the following documentation:

1. A letter explaining your reason for the request (including any extenuating circumstances) and your plan for completion of the requirement.

2. If applicable, proof of registration or completion of an equivalent course at another institution.

Advisor signature  _____ supports request  _____ does not support request  _____ insufficient documentation  Date: _________________

Advisor name (printed)  Phone  Department

Department Head signature  _____ supports request  _____ does not support request  _____ insufficient documentation  Date: _________________

Department Head name (printed)  Phone  Department

Bring completed form (with all signatures) with documentation to the Registrar’s Office, Centennial Hall. Decisions will be emailed to the student including the advisor listed above.

Updated: March 14, 2017
DECISION REGARDING MATH/COMP APPEAL

Date request reviewed by Registrar’s Office: ____________

If applicable: Decision of Registrar’s Office (via permission from the Vice Provost for Undergraduate Affairs)

Action:
   Approved _____ for the registration HOLD to be lifted for one semester.
   Forward to VP for decision _____

__________________________________________  ____________
Registrar or Registrar Designee  Date

The decision of the Vice Provost for approval or denial is final.

Date request reviewed in Vice Provost Office: ____________

Action:  Approved _____ for the registration HOLD to be lifted for one semester.
          Denied ______

__________________________________________  ____________
Vice Provost for Undergraduate Affairs  Date

Comments:

Updated: March 14, 2017