

# MATHEMATICS or COMPOSITION APPEAL

Appeals submitted via email must be received from the student's CSU email account.

Appeals of the All-University 60-Credit Mathematics or Composition Requirements will be 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:

ALL DOCUMENTATION MUST BE TYPED please include your CSUID# (handwritten documentation will not be accepted)

1. A typed 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.

# 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: