

# INTERMEDIATE WRITING / QUANTITATIVE REASONING (MATH/COMP) APPEAL

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

Appeals of the All-University 60-Credit Intermediate Writing and/or Quantitative Reasoning Requirements will be considered when:

1. The student could not be reasonably expected to know that an appeal was necessary until semester grades were posted or
2. Extenuating circumstances beyond student's control prevented the student from meeting relevant registration and appeal deadlines.

**Student's Name:** \_\_\_\_\_ **Pronouns (Optional):** \_\_\_\_\_ **CSU ID:** \_\_\_\_\_  
 (Preferred First Name & Last Name)

**Appeal is For (Choose One):** Quantative Reasoning \_\_\_\_\_ Writing: \_\_\_\_\_ **Term:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Email Address** \_\_\_\_\_ @ 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's 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 Intermediate Writing and Quantitative Reasoning requirements for graduation. Please attach the following documentation:**

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

1. All appeals **MUST** include a typed letter explaining your reason for the request (including any extenuating circumstances) and your plan for completion of the requirement.

If you are registered for an approved AUCC composition/quantitative reasoning equivalent at another institution, an appeal is NOT required. Please submit proof of registration to registrarsoffice@colostate.edu. Transferology.com can provide transfer course equivalencies.

\_\_\_\_\_  
**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 Office of the Registrar, 100 Centennial Hall, or email to Registrarsoffice@mail.colostate.edu.

Decisions will be emailed to the student including the advisor listed above.



**DECISION REGARDING APPEAL**

Date request reviewed by Office of the Registrar \_\_\_\_\_

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

Approved \_\_\_\_\_ for the registration HOLD to be lifted for one semester.

Forward to VPDUA for decision \_\_\_\_\_

\_\_\_\_\_  
Registrar or Registrar Designee

\_\_\_\_\_  
Date

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

**Date request reviewed in Vice Provost & Dean** \_\_\_\_\_

Approved \_\_\_\_\_ for the registration HOLD to be lifted for one semester.

Denied \_\_\_\_\_

\_\_\_\_\_  
Vice Provost & Dean for Undergraduate Affairs

\_\_\_\_\_  
Date

Comments: