



Repeat/Repair Appeal

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

DUE: 4:30 PM Friday of Finals Week - Term of Graduation

Once a student has graduated from CSU, the repeat/repair option may not be applied to any course(s) taken prior to the date of graduation. Appeals filed after the semester's end are unlikely to be granted unless:

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 _____
Preferred First Name, Last Name

CSU ID _____

R/R Course _____ **Number of Credits** _____ **Course First Taken** _____ **Course Repeated** _____
(i.e. MATH 160) Subject Number Semester Year Semester Year

CSU Email Address _____ @colostate.edu **Pronouns (Optional)** _____

Submission of this appeal assumes **complete documentation** and information provided after the submission will not be considered for the 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.

I have contacted The Hub for Student Services, and I am fully aware of any financial implications related to my request.

Student Signature _____ **Date Submitted** _____

- You may submit an appeal for a repeat/repair only if you are requesting it for the exact same course taken in a later term.
- Appeals will only be considered for the first time you retake the course. Any additional attempts will not be eligible.
- If you have already used the maximum 3-course/12-credit limit allowed under the repeat/repair policy, your appeal will not be considered.
- If your appeal is based on a departmental error or a curricular change affecting the original course, you must include a supporting statement from the department. (This is only required for appeals based on departmental errors.)

Bring completed form (with all signatures) and documentation to the Office of the Registrar, 100 Centennial Hall, or email to ro_registrarsoffice@mail.colostate.edu.

Decision Regarding Repeat/Repair Appeal:

Date request received in Office of the Registrar: _____

If applicable: Decision of Registrar (via permission from the Vice Provost and Dean for Undergraduate Affairs)

Action: Approved Forward to VPDUA for decision

Registrar or Registrar's Designee

Date

Date request received in Vice Provost and Dean of Undergraduate Affairs Office: _____

The decision of the VPDUA for approval or denial is final.

Action: Approved
 Denied

Vice Provost and Dean for Undergraduate Affairs

Date

Comments: