



## Remediation Appeals Process

*The Remediation Appeals process applies to CSU Channel Islands students who did not meet the requirements of their Remediation Contract due to insufficient grades. **Students who fall into this category must submit their appeal to Records & Registration to request a one semester extension of their original Remediation Contract.***

The mathematics course may be taken outside CSU Channel Islands.

Prior to enrollment at another institution, students must verify that the course is equivalent to the appropriate CSU Channel Islands course. Any non-equivalent course must be approved by the Mathematics department via *Petition for Exception*. Students can also meet this requirement by re-enrolling in the appropriate CSU Channel Islands remedial course. A grade of "C" or better is necessary.

### **If your appeal is approved -**

A registration hold will be placed on your records preventing enrollment in the subsequent term until:

1) Official transcripts are received and evaluated by CSU Channel Islands.

OR

2) Final grades are posted at CSU Channel Islands.

*\*Please be advised: A grade of "C" or better is necessary. If you do not pass the Mathematics course during the one additional semester on appeal, you will not be able to continue at CSU Channel Islands. Reapplying to return as an Upper Division transfer student is your only option.*

### **If your appeal is denied -**

You will not be able to continue at CSU Channel Islands. Reapplying to return as an Upper Division transfer student is your only option.

The University official charged to review the student record must consider the following:

- Student Academic History/GPA

(Q: Is this student in academic distress; on Probation or Subject to Disqualification?)

- Requirements still unmet

(Q: Can this student make up the difference in one term?)

*I have read the above statement and acknowledge the terms of my Remediation Appeal (Initial):*



## Remediation Appeals Form

Students who have not completed their Remediation requirements by the previously communicated deadline must appeal for a one semester extension in order to remain an active student at CSU Channel Islands.

Please indicate the reason for your request and give a brief explanation on how this extension will help you complete remediation. Attach supporting documents as needed.

Student Name:  Student ID:

Admit Term:  Major:  Phone Number:

Request and/or Reason for Extension:

Student Signature:  Date:

### Internal Use Only

**Mathematics Program Reviewer's Decision:** ☐ Recommend ☐ Do Not Recommend

Comments:

Reviewer's Signature:  Date:

**University Registrar's Decision:** ☐ Approved ☐ Denied

Comments:

Registrar's Signature:  Date:

### **Administrative Use Only- Records & Registration**

Processed by: \_\_\_\_\_ PS Update: \_\_\_\_\_ Student Notification: \_\_\_\_\_  
(Staff Initials) (Date) (Date)