

CATALOG REQUIREMENTS APPEAL FORM

DIRECTIONS FOR SUBMITTING AN APPEAL TO THE UNDERGRADUATE DEGREES COMMITTEE

- Attach a typed statement that fully explains all pertinent circumstances and reason(s) for appeal. Appeals must present compelling, mitigating reasons for the appeal. Appeals without explanation will not be reviewed.
- Please provide supporting documentation for all information included in your appeal.
- If appealing to return to a previous catalog, *an itemization of unmet degree requirements remaining under your current catalog and your requested catalog are required; specifically, list the number of remaining credit hours and timeline necessary for you to complete your degree UNDER EACH CATALOG.*
- It is the student's responsibility to obtain all required signatures PRIOR to returning this form to the Office of the Registrar, Christopher Newport Hall, 1st floor Commons by 5:00 p.m. on the published deadline date
- If your faculty advisor is not available, your department chair may sign on behalf of your faculty advisor.
- Both an "Intent to Graduate" form and a "Declaration of Major" form should be completed and on file in the Office of the Registrar before submitting a "Catalog Requirements Appeal Form" for consideration.
- *A formal response will be mailed to the address provided on this form. **Committee results are not immediate**, so please plan accordingly if your appeal has a direct impact on your schedule adjustment; please note **decisions from the catalog appeals process are final.***

Student Name: _____ CNU ID: _____

Street Address: _____

City: _____ State: _____ Zip: _____

CNU Email: _____ Cell Phone: _____

Work Phone: _____ Home Phone: _____

"Intent to Graduate" form on file? YES NO

"Declaration of Major" form on file? YES NO

Anticipated Graduation Term: May 20__ August 20__ December 20__

Catalog Year of Admission: _____

Major: _____ Concentration (if applicable): _____

Second Major (if applicable): _____ Concentration (if applicable): _____

Minor (if applicable): _____ Second Minor (if applicable): _____

CATALOG REQUIREMENTS APPEAL FORM

Student Name: _____ **CNU ID:** _____

STATE SPECIFIC REQUEST FOR APPEAL: _____

(DO NOT LIST 'SEE ATTACHED')

LIBERAL LEARNING CORE CURRICULUM	AREA OF INQUIRY	OTHER
<input type="checkbox"/> WRITTEN COMMUNICATION 1 ST YEAR <input type="checkbox"/> WRITTEN COMMUNICATION 2ND YEAR <input type="checkbox"/> Second Language Literacy <input type="checkbox"/> Mathematical Literacy <input type="checkbox"/> Logical Reasoning <input type="checkbox"/> Economic Modeling & Analysis	<input type="checkbox"/> Civic & Democratic Engagement <input type="checkbox"/> Creative Expressions <input type="checkbox"/> Global & Multicultural Perspectives <input type="checkbox"/> Investigating the Natural World <input type="checkbox"/> Western Traditions <input type="checkbox"/> Formal & Informal Reasoning <input type="checkbox"/> Identity, Institutions & Societies	<input type="checkbox"/> Writing Intensive (WI) <input type="checkbox"/> Residency <input type="checkbox"/> Major Studies <input type="checkbox"/> Additional Science <input type="checkbox"/> Minor Requirements <input type="checkbox"/> Catalog Change to _____ year*

* An itemization of unmet degree requirements remaining under your current catalog and your requested catalog are required; specifically, list the number of remaining credit hours and timeline necessary for you to complete your degree UNDER EACH CATALOG.

Faculty Advisor: Supports Does not Support Reviewed with no comment

Printed Name: _____ **Signature:** _____ **Date:** _____

Comments: _____

Your Department Chair: Supports Does not Support Reviewed with no comment

Printed Name: _____ **Signature:** _____ **Date:** _____

Comments: _____

Department Chair of Course: Supports Does not Support Reviewed with no comment

Printed Name: _____ **Signature:** _____ **Date:** _____

Comments: _____

I am requesting an appeal to the above stated university-wide requirement(s). I understand that consideration of my appeal is contingent upon the attachment of a typed statement and appropriate supporting documentation (i.e. excerpts from University catalogs, statement from medical professional, comparison between University catalogs, course syllabi, catalog policies, etc.)

Student Signature: _____ **Date:** _____