



## Undergraduate Proficiency Appeal Form

Mail to: Office of the Registrar- Davidson Hall  
Central Connecticut State University  
New Britain, CT 06050-4010

Name: \_\_\_\_\_ I.D. Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
\_\_\_\_\_ Current Major: \_\_\_\_\_

The proficiency requirement is in accordance with a resolution passed by the Connecticut State University System and is summarized below:

*A resolution concerning proficiency courses in the Connecticut State University System went into effect July 16, 2003. According to this resolution, students needing to demonstrate college-level proficiency in either or both English and Math are required to complete successfully the appropriate courses within their first 24 academic credits earned. Students will have five opportunities to complete the courses by attending the summer sessions prior to and following their freshmen year or the Fall, Winter or Spring semesters of the Freshmen year. Students who are unable to complete the proficiency requirements within the first 24 earned credits will not be allowed to register for credit courses within the Connecticut State University system until they have completed the proficiency courses elsewhere.*

**Basis for Appeal:** (Please choose one of the following reasons for your appeal.)

➤ I believe I have met the proficiency requirement in: \_\_\_\_\_ English (ENG 099)  
\_\_\_\_\_ Math (MATH 099)

by transfer of the following equivalent course:

\_\_\_\_\_ **Course Number and Title**

\_\_\_\_\_ **Transfer University**

➤ I am appealing the need to meet the proficiency within the 24 credit limit due to the following extenuating circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### *Signature Required for Approval of Appeal*

**Chairperson Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Chair Signature, Department of English or Math**

\_\_\_\_\_ **Date**