

University policy requires students to take the Upper Division Writing Proficiency Exam (UDWPE) no later than the semester in which 75 units are completed. Students will be prevented from registering for classes in the semester following that in which 75 units were completed until the WPE has been attempted.

To appeal this policy, you must include a narrative that explains why you were unable to meet this requirement. Attach any materials that document your circumstances.

**Note:** If your appeal is approved you will be required to register for and take the WPE at the next available offering before your next registration appointment. Visit <http://www.csun.edu/testing/upper/> for dates.

**Appeals may be submitted immediately and will be acted upon in the order in which they are received.**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_ Major \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Anticipated graduation semester \_\_\_\_\_ Year \_\_\_\_\_  
(Provide CSUN email address only)

The following situations ARE NOT considered extraordinary circumstances that meet the criteria of an appeal:

- Unaware of the requirement.
- Encountering a situation that should have been anticipated.

**The following attachments must accompany this appeal. Only complete packets will be considered.**

- (1) A maximum one-page double-spaced typed statement that offers a thorough explanation of the reason for your request for an extension of time to meet the Writing Proficiency Exam requirement.
- (2) Written documentation or evidence that supports the reason(s) given in your statement. Please attach photocopies. Original documents will not be returned.
- (3) An unofficial CSUN transcript.

My signature certifies the information contained on this form and any attachments are complete and accurate. It also authorizes Undergraduate Studies to obtain necessary documents and to verify submitted information.

*If your appeal is approved, you will be notified at the e-mail address you provided above.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

SUBMIT COMPLETED PACKET TO UNDERGRADUATE STUDIES, 215 UNIVERSITY HALL

Appeal is \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Senior Director of Undergraduate Studies Signature: \_\_\_\_\_ Date: \_\_\_\_\_