APPEAL PROCEDURE

1. See a Student Life Counselor in S-343 who will advise and help you fill out this form.
2. Provide an explanation on the Appeal form.
3. For “Withdrawal after official deadline or Review of earned grade”, please have the instructor(s) complete and sign the Instructor’s Supplement to Appeal form on the reverse side of this page.
4. Do not submit original copies of documents.
5. Sign, date and return the Appeal form to the Office of the Registrar in S-315.
6. Once a decision has been made by the Committee on Academic Standing, you will be notified by the Registrar’s Office.

AN APPEAL FORM WHICH IS NOT COMPLETELY FILLED OUT WILL NOT BE CONSIDERED BY THE COMMITTEE ON ACADEMIC STANDING.

APPEAL TO THE COMMITTEE ON ACADEMIC STANDING

8-digit CUNYfirst ID or 9-digit Social Security Number: ________________________________

Last Name ___________________________ First Name ___________________________ Phone ___________________________

Address (include apartment number if applicable) ___________________________ City ___________________________ State ___________________________ Zip ___________________________

Email Address ____________________________________________________________________________

REASON FOR THE APPEAL:

☐ Withdraw after the official deadline. Please list courses & semester(s).

☐ Review of earned grade(s) - (F, FAB, FIN, FPN, R, U, and WU). Please list courses & semester(s).

☐ Reinstatement on Special Probation. Indicate semester you were academically dismissed:

____________________________________________________________________________________

What is the basis for your appeal: How did the situation occur? Please attach a statement.

Student Signature ___________________________ Date ___________________________

PLEASE NOTE: EVERY APPEAL FORM MUST BE SIGNED BY A COUNSELOR IN THE COUNSELING CENTER (S-343) BEFORE IT CAN BE ACTED UPON. THE SIGNATURE MEANS THAT THE COUNSELOR HAS EXPLAINED AND HELPED YOU WITH THE APPEAL PROCEDURE.

Statement by Counselor
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Student Life Counselor Signature ___________________________ Date ___________________________

PLEASE INITIAL YOUR DECISION(S) AND LIST REMARKS

☐ GRANTED ☐ SPECIAL PROBATION FOR ___________________________

☐ DENIED ☐ DOCUMENTATION REQUESTED ☐ REFERRED TO ___________________________

REMARKS (including notation of partial action to be taken) ___________________________

Committee Chair Signature ___________________________ Date ___________________________

1ST PAGE-REGISTRAR/2ND PAGE-CAS NOTIFICATION/3RD PAGE-Student
INSTRUCTOR’S SUPPLEMENT TO APPEAL

The above mentioned student is appealing to the Committee on Academic Standing for a Withdrawal after the deadline. The student has presented reasons (and has produced documentation) to support this request. Please be aware that the grade of “W” will not be considered by the Committee on Academic Standing without your approval. On the other hand, even if you agree to a “W” the Committee must still decide whether a “W” is warranted.

A. Please indicate in the appropriate column whether or not you agree that the student should receive a grade of “W”.
B. It would be very helpful to the Committee on Academic Standing if you add comments/reasons in support of your decision and provide the student’s last date of attendance.
C. If Chair or Deputy Chair is signing in lieu of the instructor, please indicate the reason in the comments/reasons section.

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<tr>
<th>Course/Section #1</th>
<th>Term/Year</th>
<th>Instructor Name</th>
<th>Agree (Yes/No)</th>
<th>Last Date of Attendance</th>
<th>Signature</th>
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Comments/Reasons:

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<th>Term/Year</th>
<th>Instructor Name</th>
<th>Agree (Yes/No)</th>
<th>Last Date of Attendance</th>
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Comments/Reasons:

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<th>Term/Year</th>
<th>Instructor Name</th>
<th>Agree (Yes/No)</th>
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Comments/Reasons:

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<th>Term/Year</th>
<th>Instructor Name</th>
<th>Agree (Yes/No)</th>
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<th>Term/Year</th>
<th>Instructor Name</th>
<th>Agree (Yes/No)</th>
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Comments/Reasons: