Deans Request Form

School of Arts and Sciences

Graduate Students Only

This form is used to consider requests to add or delete courses and charges from a student's record after the published deadlines. A request is considered only when there are documented, compelling, and unavoidable reasons to grant an exception to policies and/or procedures.

Submission: 812 East Building, 212-772-5121

Semester/Year: __________________________ Date: / / EMPL ID: __________________________

Name: __________________________ Hunter E-mail (@myhunter): __________________________ Phone Number/s: __________________________

Responses will be sent to students via MyHunter email accounts. If you do not have a Hunter, list an alternative email: __________________________

Step 1.
A. Check the box corresponding to the exemption you are requesting.
B. Read the section carefully, and make sure you have met the specific criteria: (an incomplete form will not be considered)

☐ Add after the deadline. Add course(s) after the end of the registration appeal period. Attach a concise statement (page 2) explaining why you did not register in a timely manner.*
   □ Obtain instructor support signature (Step 2) and departmental stamp to join the class.
   Support is at faculty/instructor and department discretion. Request will not be reviewed without faculty support.
   □ You understand that you must be prepared to remit payment immediately (if applicable) in the event your request is approved.
   For information on tuition and fees visit: www.hunter.cuny.edu/bursar
   ▪ Do you currently receive or are you planning to apply for financial aid this semester? ☐ Yes. ☐ No.

☐ Course deletion. Delete a course and charges after the published deadline. Attach a concise statement (page 2) explaining the reason for the request and appropriate documentation*: Upon review of the course deletion request, you will be advised whether a Last Date of Attendance Form is needed. If so, this form will require the instructor's signature, department stamp, and indication of last date attended.

☐ Deletion of charges only. Deletion of tuition/fees charges for courses already dropped by student.
   □ 25% □ 50% □ 75% □ 100% □ $18 COP/schedule adjustment fee □ $25 late registration fee
   □ Other: __________________________
   Proceed to Step 3.

Step 2. Indicate which course(s) you are attempting to add or drop.

<table>
<thead>
<tr>
<th>Action**</th>
<th>Department (e.g. ENGL)</th>
<th>Course #: (e.g. 120.00)</th>
<th>Course Code (e.g. 1234)</th>
<th>Course Section (e.g. 01)</th>
<th>Credits</th>
<th>Instructor’s Signature</th>
<th>Date</th>
<th>Departmental Stamp</th>
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<tbody>
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<td>A = Add a course D = Drop/Delete a course</td>
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**Action: A = Add a course. D = Drop/Delete a course (faculty signature are not required to drop courses).

Step 3. Submit form and any documentation to Hunter East 812. Read below, sign, and date. By signing this form, you (the student) agree that:
▪ You have read this form completely and carefully.
▪ The information included on this request form is correct.
▪ *Any attached supporting documentation is correct.
▪ You understand that submission of this form does not guarantee approval of the request.

☐ Financial Aid Agreement: I am responsible for any effect this appeal may have upon my current financial aid award and/or future eligibility.
(For more information on financial aid visit: www.hunter.cuny.edu/onestop/finances/financial-aid)

Student Signature: __________________________ Submission Date: / /
Reason for Request: Write a concise statement explaining the reason for your request, to include the reason(s) you did not meet published deadlines. All required documentation must be submitted with this request form. Additional sheets may be attached.

DEAN DECISIONS ARE FINAL AND CANNOT BE FURTHER APPEALED

For Office Use Only: ___Approved ___Denied ___Other:

Dean Signature: _____________________________ Date of Review: _______

Dean Signature: _____________________________ Date of Review: _______

Comments:________________________________________________________________________