

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 when there are documented, compelling and unavoidable reasons to grant an exception to policies and/or procedures.

Submission: Brookdale Campus, 425 E. 25th St., Room 528 West, Fax: (212) 481-4070

Student Name: _____ Date: ____ / ____ / ____

Semester/Year: _____ Phone Number(s): _____ EMPL ID (CunyFirst ID#): _____

Student Hunter E-mail (@myhunter): _____

Official responses will be sent to *current students* via MyHunter email accounts only.

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):

<input type="checkbox"/>	<p>Add after the deadline. Add course(s) after the end of the registration appeal period. <u>Attach a concise statement (page 2) explaining why you did not register in a timely manner.*</u></p> <p><input type="checkbox"/> Obtain instructor support signature (Step 2) and/or department stamp to join the class. Support is at faculty/instructor and department discretion. Request will not be reviewed without faculty support.</p> <p><input type="checkbox"/> 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</p> <p>▪ Do you currently receive or are you planning to apply for financial aid this semester? <input type="checkbox"/> Yes. <input type="checkbox"/> No.</p>
<input type="checkbox"/>	<p>Course deletion. Delete course(s) <u>and</u> charges after the published deadline. <u>Attach a concise statement (page 2) explaining the reason for dropping the course(s) after the published tuition refund deadlines and appropriate documentation*</u> To be considered, you must satisfy the following specific criteria:</p> <p><input type="checkbox"/> Obtain Dean's signature and department stamp, and indication of last date attended (Step 2).</p>
<input type="checkbox"/>	<p>FOR OFFICE USE ONLY</p> <p>Deletion of charges only. Deletion of tuition/fees charges for courses already dropped by student.</p> <p><input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100% <input type="checkbox"/> \$18 COP/schedule adjustment fee <input type="checkbox"/> \$25 late registration fee</p> <p><input type="checkbox"/> Other: _____</p> <p>Proceed to Step 3.</p>
<input type="checkbox"/>	<p>Deletion of Courses/Charges & Financial Aid</p> <p>▪ Did you receive financial aid during the semester for which you are requesting a deletion? <input type="checkbox"/> Yes. <input type="checkbox"/> No.</p>

Step 2. Indicate which course(s) you are attempting to add or drop. OBTAIN INSTRUCTOR/DEPARTMENT SIGNATURES AND STAMPS:

Action** A = Add a course D = Drop/Delete a course	Department (e.g. ENGL)	Course # (e.g.120.00)	Course Code (e.g. 1234)	Course Section (e.g. 01)	Credits	Instructor's Signature	Date	Departmental Stamp

Step 3. Read below, sign, and date. Submit form and any documentation to Office of the Dean of Nursing, room 528W OR to the Graduate Nursing Office, room 508W. 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: ____ / ____ / ____

