Deans Request Form
Office of the Dean of Students

Undergraduate 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: 1119 East Building, Fax: (212) 650.3266

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.

☐ 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

☐ 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.

☐ Deletion of Courses/Charges & Financial Aid

☐ Did you receive financial aid during the semester for which you are requesting a deletion? ☐ Yes. ☐ No.

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>
</tr>
</thead>
<tbody>
<tr>
<td>A = Add a course</td>
<td>D = Drop/Delete a course</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**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 1119. 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: ______ / ______ / ______
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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 OF STUDENTS DECISIONS ARE FINAL AND CANNOT BE FURTHER APPEALED

For Office Use Only: ___Approved ___Denied ___Other:

Dean of Student’s Signature: ____________________________ Date of Review: _________

Dean of Student’s Signature: ____________________________ Date of Review: _________

Comments: _____________________________________________________________________________________
_______________________________________________________________________________________________