Request to Dean of Students
Undergraduate students only

Office of the Dean of Students
The City University of New York

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

Student Name: __________________________________________

Date: _____ / _____ / ______ Term/Session: __________ Year: ______ EMPL ID: __________________________

Student E-mail: __________________________________________

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

Step 1. Meet with your assigned academic advisor. Advisor Signature: ___________________________ Date: _____ / _____ / ______

Advising appointments via MyHunter: www.hunter.cuny.edu/myhunter/advisor

Step 2. 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:

☐ Add after the deadline. Add course(s) after the end of the appeal period. Attach a concise statement explaining why you did not register in a timely manner.*

☐ Obtain instructor support signature (Step 2) and/or department stamp (to the right) to join the class.

☐ Support is at faculty/instructor and department discretion. Request will not be reviewed without faculty support.

☐ 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. Cancel or delete a course after the deadline. May include deletion of charges.

☐ Attach a concise statement explaining the reason for the request* To be considered, you must satisfy the following specific criteria:

☐ Obtain instructor signature and department stamp, and indication of last date attended (Step 2).

☐ Deletion of charges only. Deletion of tuition charges for courses already dropped by student. Attach a concise statement explaining the reason for the request*

☐ 25% ☐ 50% ☐ 75% ☐ 100% ☐ $18 COP/schedule adjustment fee ☐ $25 late registration fee

☐ Other: __________________________________________

☐ Proceed to Step 4.

Step 3. Indicate which course(s) you are attempting to add or drop. Obtain instructor/department signatures and stamps:

<table>
<thead>
<tr>
<th>Action</th>
<th>Course number and section</th>
<th>Credits</th>
<th>Last Date Attended</th>
<th>Signature and Stamp</th>
<th>Action</th>
<th>Course number and section</th>
<th>Credits</th>
<th>Last Date Attended</th>
<th>Signature and Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Add</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
<td>☐ Add</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Drop</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
<td>☐ Add</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Add</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
<td>☐ Drop</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Drop</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
<td>☐ Add</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Add</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
<td>☐ Drop</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Drop</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
<td>☐ Add</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Drop</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
<td>☐ Add</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Drop</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
<td>☐ Drop</td>
<td>Section:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 4. 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: __________________________________________ Date: _____ / _____ / ______

Dean or Authorized Signature: __________________________________________ Date: _____ / _____ / ______