

Request to Dean of Students
Undergraduate students only

Office of the Dean of Students



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:

<input type="checkbox"/>	<p>Add after the deadline. <i>Add course(s) after the end of the appeal period. Attach a concise statement explaining why you did not register in a timely manner.*</i></p> <p><input type="checkbox"/> 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.</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. <i>Cancel or delete a course after the deadline. May include deletion of charges.</i></p> <p>Attach a concise statement explaining the reason for the request* To be considered, you must satisfy the following specific criteria:</p> <p><input type="checkbox"/> Obtain instructor signature and department stamp, and indication of last date attended (Step 2).</p>
<input type="checkbox"/>	<p>Deletion of charges only. <i>Deletion of tuition charges for courses already dropped by student. Attach a concise statement explaining the reason for the request*</i></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><i>Proceed to Step 4.</i></p>

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

Action	Course number and section	Credits	Last Date Attended	Signature and Stamp		Action	Course number and section	Credits	Last Date Attended	Signature and Stamp
<input type="checkbox"/> Add <input type="checkbox"/> Drop						<input type="checkbox"/> Add <input type="checkbox"/> Drop				
	Section: _____						Section: _____			
<input type="checkbox"/> Add <input type="checkbox"/> Drop						<input type="checkbox"/> Add <input type="checkbox"/> Drop				
	Section: _____						Section: _____			
<input type="checkbox"/> Add <input type="checkbox"/> Drop						<input type="checkbox"/> Add <input type="checkbox"/> Drop				
	Section: _____						Section: _____			
<input type="checkbox"/> Add <input type="checkbox"/> Drop						<input type="checkbox"/> Add <input type="checkbox"/> Drop				
	Section: _____						Section: _____			

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.
- ***Any attached supporting documentation is correct.**
- The information included on this request form 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: ____ / ____ / ____