

# SPRING 2017 REGISTRATION APPEAL FORM

**SUBMIT THE ATTACHED FORM TO THE ONE STOP, ROOM 217 NORTH BETWEEN:  
February 6<sup>th</sup> to February 14<sup>th</sup>, 2017**

**COMPLETE ALL SECTIONS, AS INCOMPLETE FORMS WILL NOT BE REVIEWED.**

**AFTER THIS TOP SHEET IS STAMPED, RETAIN FOR YOUR RECORDS.**

Name: \_\_\_\_\_ EMPL ID #: \_\_\_\_\_  
Last First

**Read all of the information on this form before completing:**

The Registration Appeals Committee is the *only* college-wide body authorized to review appeals regarding registration. Your attached written appeal will be forwarded to the Committee for review and **final decision**.

- Registration Appeals are granted in **extreme** cases and when there are documented and compelling reasons to grant an exception to the College's or CUNY's policies and/or procedures.
- Sitting in a class, negligence, employment issues, financial constraints, software and hardware problems, unsatisfactory academic progress, lack of preparation and vacation plans, for example, are not considered to be compelling reasons to grant approval.
- You **must** submit the (attached) "Course Request & Faculty Support Form" and include any additional relevant documentation to support your appeal.
- The Registration Appeals Committee will make every effort to notify you of their decision within **ten** business days. You will receive the Committee's decision via your @myHunter email address.
- **The decision made by the Registration Appeals Committee is final and cannot be further appealed.**
  - IF APPROVED, THE COURSE(S) WILL BE POSTED TO YOUR CUNY FIRST RECORD PRIOR TO THE COMMITTEE SENDING YOU AN EMAIL NOTIFICATION. THEREFORE, CONTINUE TO CHECK YOUR CUNYFRIST RECORD.
- If you have not received a decision after ten days, you may contact the Registration Appeals Committee at: [regappls@hunter.cuny.edu](mailto:regappls@hunter.cuny.edu).

Stamp Date Submitted:  
*For Office Use Only:*

# SPRING 2017 REGISTRATION APPEAL FORM

**SUBMIT COMPLETED FORM BETWEEN:**

**February 6<sup>th</sup> to February 14<sup>th</sup>, 2017**

- Submit completed appeal forms to the ONE STOP Room 217 North
- Timely submission is a critical factor in the Registration Appeal review process
- All applicable fees will be assessed. For more information on fees, visit: [www.hunter.cuny.edu/bursar](http://www.hunter.cuny.edu/bursar) .
- **The decisions of the Registration Appeals Committee are final and cannot be further appealed.**

*Please print clearly (Use Ink Only)*

**Name:** \_\_\_\_\_ **EMPL ID #:** \_\_\_\_\_  
Last First

**Hunter email address:** \_\_\_\_\_  
(The response to your appeal will be sent to your @myHunter email, except in cases where none has been assigned.)

**Telephone Number(s):** \_\_\_\_\_

**Have you submitted a registration appeal in the past?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Reason for Appeal: Write a concise explanation/justification for failure to register and/or pay your tuition during the standard registration and payment process/period. Wanting or needing a course is not an explanation/justification for not registering in a timely manner. All required documentation must be submitted with this appeal form. Additional sheets may be attached.**

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- By signing this form, you agree that: the information included on this Appeal form is correct, you are prepared to remit payment immediately in the event your appeal is approved, **you understand that submission of this appeal does not guarantee approval of the appeal, and the Committee's decision is final and cannot be further appealed.**

*All applicable fees will be assessed. For fee information, visit [www.hunter.cuny.edu/bursar](http://www.hunter.cuny.edu/bursar) .*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

First Name

Last Name

EMPL ID # \_\_\_\_\_

**For ONE STOP Use Only**  
(Check which apply):  
New Registration Request \_\_\_\_\_ Adding of Courses Request \_\_\_\_\_

**REGISTRATION APPEAL: COURSE REQUEST & FACULTY SUPPORT FORM**

<p><b>For Students:</b> Please complete the chart below with <b>all</b> courses you wish to add to your registration.  (incomplete forms will not be reviewed)</p>	<p><b>For Faculty/Academic Departments:</b> The above-named student is requesting to be registered for your class later than the established deadline. <b>If</b> you support this registration appeal you are also granting an overtally into class and overriding any existing prerequisites connected to the course(s) being appealed by the student. Please understand that many factors contribute to the Registration Appeals Committee's decisions, including student justification for failure to register during the standard registration process, the student's previous appeal history, and delay in submitting the appeal.</p> <p>* An email will be sent to the department chair and administrative assistant notifying you of the Registration Appeals Committee's decision. If you do not receive notification, you may check your web roster at <a href="mailto:webroster@hunter.cuny.edu">webroster@hunter.cuny.edu</a> OR you may contact <a href="mailto:regappls@hunter.cuny.edu">regappls@hunter.cuny.edu</a>. Under no circumstances should you informally report a grade to a student who is not officially registered in your class.</p>
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*List the course(s) you wish to have considered. If there are any courses that you wish to drop contingent upon the approval of this appeal, please note them below. **INCOMPLETE FORMS WILL NOT BE REVIEWED BY THE COMMITTEE.***

Department	Action*	Course #	Course Code	Course Section	Authorized Signature from Academic Department/ Date <i>(Required for Course Additions)</i>	Department Stamp <i>(Required for Course Additions)</i>
EXAMPLE: English	A or D	120.00	0407	003		

\* **NOTE: Students appealing to register for Education courses cannot attend classes while the appeal is pending.**

\*\*Action: A = Add a course. D = Drop a course (faculty signature are not required to drop courses).

**COMMITTEE DECISIONS ARE FINAL AND CANNOT BE FURTHER APPEALED**

For Office Use Only:    \_\_\_ Approved    \_\_\_ Denied    \_\_\_ Other:

Reviewer's Signature: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

First Name

Last Name