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 graduate program advisor and discuss your situation.**

**Step 2. Check the box corresponding to the exemption you are requesting. Read the section carefully and attach supporting documents:**

|  |  |
| --- | --- |
| □ | **Add course(s) after the deadline for registration appeals***.* ***Attach a concise statement explaining why you did not register in a timely manner.\***** Obtain instructor support signature (Step 3 below) and department stamp (to the right) to add the course. Support is at faculty/instructor and department discretion. Request will not be reviewed without instructor’s signature.
* You must be prepared to remit payment immediately (if applicable) in the event that your appeal is approved. For information on tuition and fees visit: [www.hunter.cuny.edu/bursar](http://www.hunter.cuny.edu/bursar).
 |
| □ | **Course deletion.** *Cancel or delete course(s) after the deadline. May include request for deletion of related tuition and fees with supporting documentation.* ***Attach a concise statement explaining the reason for the request***. ***For requests of deletion of tuition and fees submit supporting documentation.\**** *In Step 3 below,* you must obtain the course instructor’s signature, the last date you attended the course or a note that you never attended, and the department stamp.  |
| □ | **Deletion of charges only.** *Deletion of tuition charges for courses already dropped by student.* ***Attach a concise statement explaining the reason for the request and all supporting documentation.\**** □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:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Action | Course number and section | Credits | Last Date Attended | Signature and Stamp | Action | Course number and section | Credits | Last Date Attended | Signature and Stamp |
| * Add
* Drop
 |  |  |  |  | * Add
* Drop
 |  |  |  |  |
| Section: | Section: |
| * Add
* Drop
 |  |  |  |  | * Add
* Drop
 |  |  |  |  |
| Section: | Section: |
| * Add
* Drop
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* Drop
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| Section: | Section: |
| * Add
* Drop
 |  |  |  |  | * Add
* Drop
 |  |  |  |  |
| Section: | Section: |

|  |  |  |
| --- | --- | --- |
| **Step 4. Submit this form and any documentation to Hunter East 812. Read, sign, and date below.** *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](http://www.hunter.cuny.edu/onestop/finances/financial-aid)).

**By signing this form you understand that you are prepared to submit payment immediately in the event your appeal is approved, submission of this appeal does not guarantee approval, and the Dean’s decision is final and cannot be further appealed.**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_

Dean or Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_