

**Deans Request Form**  
Undergraduate students only

Office of the Dean of Students



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)**

<input type="checkbox"/>	<p><b>Add after the deadline.</b> <i>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.*</i></p> <p><input type="checkbox"/> Obtain instructor support signature (Step 2) and departmental stamp 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 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: <a href="http://www.hunter.cuny.edu/bursar">www.hunter.cuny.edu/bursar</a></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><b>Course deletion.</b> <i>Delete a course and charges after the published deadline. Attach a concise statement (page 2) explaining the reason for the request and appropriate documentation*.</i></p> <p>Upon review of the course deletion request, you will be advised whether a <i>Last Date of Attendance Form</i> is needed. If so, this form will require the instructor's signature, department stamp, and indication of last date attended.</p>
<input type="checkbox"/>	<p><b>Deletion of charges only.</b> <i>Deletion of tuition/fees charges for courses already dropped by student.</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 3.</i></p>
<input type="checkbox"/>	<p><b>Deletion of Courses/Charges &amp; Financial Aid</b></p> <p>▪ Did you receive financial aid during the semester for which you are requesting a deletion? <input type="checkbox"/> Yes. <input type="checkbox"/> No.</p>

**Step 2. Indicate which course(s) you are attempting to add or drop.**

Action** A = Add a course D = Drop/Delete a course	Department (e.g. ENGL)	Course # (e.g. 120.00)	Course Code (e.g. 1234)	Course Section (e.g. 01)	Credits	Instructor's Signature	Date	Departmental Stamp

\*\*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.
- *\*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](http://www.hunter.cuny.edu/onestop/finances/financial-aid))

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

