

Template for writing an Appeal Letter

The template below may be used for any of the following:

- * Requesting admissions to GSoE (Grove School of Engineering)
- * **Appeals for:** GPA | QPA | Excessive Withdrawals | Taking a course for more than the 2nd time
- * Permission to take a course at another institution
- * Request for a retroactive withdrawal for a course (s)
- * Requesting waiver of a requisite (s)
- * Requesting waiver of a Pathways requirement
(only applicable to transfer students)

Submit your appeals letter with the online form (accessible through link below) using the following link: <https://www.cuny.cuny.edu/engineering/academic-appeal-request-form>

Letters with spelling and grammar errors will not be reviewed.

[Your Name]
[Street Address]
[City], [State] [Zip Code]
[Phone Number] [Email Address]

[Date]

Dean Rawlins Beharry
The Grove School of Engineering
The City College of New York Steinman Hall 209/2M7
140 Street and Convent Avenue
New York, NY 10031

Dear Dean Beharry:

The body of your letter should clearly and succinctly:

- * State the reason (s) you are writing this appeal/request (GPA stop, QPA stop, etc.).
 - *If addressing a negative QPA, please calculate and state your QPA and include the courses and grades that you will have to earn in each of these courses to realize a QPA of 0 or higher.*
 - *If addressing a GPA below 2.0, please include the courses and grades that you will have to earn in each of these courses to realize a GPA of 2.0 or higher.*
- * Include facts to support your case, pertinent explanation about your situation/circumstances (as applicable), etc.

If you are including an Academic Action Plan:

- State what courses that you would like to take next semester (if applicable).
- State how you plan to improve your grades (examples: increase hours of study for every class hour, improve daily class preparation, work fewer hours, seek tutoring, participate in study groups, attend professors' office hours weekly, etc.).

{Please upload any relevant documentation (transcripts, syllabi, medical/health, course descriptions, etc.).}

Sincerely,

[Your Full Name]
[Your EMPL ID Number]