

# APPEAL COVER SHEET

## College of Liberal Arts and Sciences Committee on Course and Standing

NAC Building Room 1/113,  
160 Convent Ave., New York, NY 10031

Phone: (212) 650-8113

### Instructions

1. Attach a typed, signed and dated statement detailing the specific circumstances that would justify the committee granting the appeal.
2. Dismissal or reinstatement appeals should detail how you have improved your academic capabilities and should include your plan for continuing. You may include a support letter from an academic advisor.
3. If applicable, attach a statement from your instructor, official documentation (e.g. medical records, legal records, police reports, etc.), or other materials in support.
4. Grade change appeals must be accompanied by documentation from the academic unit – a letter from Professor, Chair and/or Dean.
5. If your appeal concerns a proposed substitution/waiver of a requirement, or if you are less than 30 credits away from graduation, include copies of your core and major checks from your advisor and a suggestion of the proposed substitute.
6. If your appeal entails claims of disability or need for accommodation, include a letter of support from the AccessAbility Office.
7. Complete A and B below and submit to the Office of Academic Standards (NAC 1/113). Receipt of the appeal will be acknowledged within 15 business days. Appeals with documentation may be emailed as well, to [AGrablewski@ccny.cuny.edu](mailto:AGrablewski@ccny.cuny.edu).

### (A) STUDENT INFORMATION

<b>Name:</b>		<b>Emplid #:</b>
<b>Email:</b>		
<b>Daytime Phone 1:</b>	<b>Daytime Phone 2:</b>	
<b>Address:</b>		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### (B) ACADEMIC BACKGROUND AND APPEAL PURPOSE

<b>Major/Area of Interest:</b> _____		
<b>Appeal for:</b> ___ Reinstatement    ___ Requirement Substitution    ___ Late Withdrawal    ___ Grade Change		
<b>Are you in the SEEK Program?</b>	<b>Yes (Submit a copy of this appeal to the SEEK Office (NA 5/226))</b>	<input type="checkbox"/> <b>No</b>