

Template for writing an Appeal Letter

This template may be used for any of the following:

1. Requesting admission to GSoE
2. Appeals for:
 - a. GPA
 - b. QPA
 - c. Excessive Ws
 - d. Taking a course for the third time
3. Permission to take a course at another institution
4. Request for a retroactive withdrawal
5. Requesting waiver of a requisite
6. Requesting waiver of a Pathways requirement
(only applicable to transfer students)

Submit this letter with the form to Ms. Gonzalez in Room 209 or online at <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
140th Street and Convent Avenue
New York, NY 10031

Dear Dean Beharry:

1. The body of your letter should clearly and succinctly:
 - A. State the reason you are writing (GPA stop, QPA stop, etc.).
 - i. If addressing a negative QPA, please calculate your QPA and include the courses and grades that you have to earn in these courses to realize a QP of 0 or higher.
 - ii. If addressing a GPA below 2.0, please include the courses and grades that you have to earn in these courses to realize a GPA of 2.0 or higher.
 - B. Include facts to back up your case.
 - C. If you are including an Academic Action Plan:
 - i. State what courses you would like to take next semester (if applicable)
 - ii. State how you plan to improve your grades (examples: increase hours of study per hours in class, improve daily class preparation, work fewer hours, seek tutoring, start a study group, attend professor's office hours, etc.)
2. Attach any relevant documentation (transcripts, syllabi, medical/health, course descriptions,

etc.).

Sincerely,
[Your name]
[Your EMPL#]