



Template for an Appeal & Action Plan Letter

Steinman Hall, Room ST209
Convent Avenue at 140th Street
New York, New York 10031

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GROVE SCHOOL OF ENGINEERING
OFFICE OF UNDERGRADUATE AFFAIRS

Please use this template to appeal to do any of the following (this list is not exhaustive):

1. Reenter the Grove School if not in good standing
2. Continue despite GPA below 2.0
3. Continue despite QPA below zero
4. Continue despite 12 credits of W within 2 years
5. Take a course for the 3rd time
6. Take a course at a non-CUNY school
7. Substitute a course requirement
8. Waive a pre- or corequisite

Submit your letter to your program's administrative advisor.

Letters with spelling and grammar errors will be returned for rewriting.

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

[Date]

Dean Laurent Mars
Grove School of Engineering
City College of New York
Steinman Hall, room 209
140th Street and Convent Avenue
New York, NY 10031

RE: [subject matter]
Dear Dean Mars:

1. The body of your letter should clearly and **succinctly** state:
 - A. The problem you face. *Example: GPA is below the minimum required, so registration is stopped.*
 - i. If addressing a negative QPA please calculate your QPA (see attached).
 - B. What you are requesting. *Example: permission to continue.*
 - C. Facts to support your claims and justify your request.
 - D. An academic action plan:
 - i. (If applicable:) What courses you would like to take next semester.
 - ii. (If applicable:) How you plan to improve your grades. *Examples: increased hours of study per hours in class, enhanced daily class preparation, work fewer hours, seek tutoring, start a study group, attend professors' office hours.*
2. Attach any relevant documentation (transcripts, syllabi, doctor's note, accident report, etc.).

Sincerely,

[Your name]
[Last four digits of your ID #]