Template for an Appeal & Action Plan Letter

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 Rawlins Beharry  
Grove School of Engineering  
City College of New York  
Steinman Hall, room 2M-5  
140th Street and Convent Avenue  
New York, NY 10031  

RE: [subject matter]  
Dear Dean Beharry:

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]  
[Your CUNY first Empl ID #]