

Deans Request Form
Undergraduate students only

Office of the Dean of Students



This form is used to consider requests to add or delete courses and charges from a student's record after the published deadlines. A request is considered only when there are documented, compelling, and unavoidable reasons to grant an exception to policies and/or procedures.

Submission: 1119 East Building, Fax: (212) 650.3266

Semester/Year: _____ Date: ____ / ____ / ____ EMPL ID: _____

Name: _____ Hunter E-mail (@myhunter): _____ Phone Number/s: _____

Responses will be sent to *students* via MyHunter email accounts. **If you do not have a Hunter, list an alternative email:** _____

Step 1.

A. Check the box corresponding to the exemption you are requesting.

B. Read the section carefully, and make sure you have met the specific criteria: (an incomplete form will not be considered)

<input type="checkbox"/>	<p>Add after the deadline. <i>Add course(s) after the end of the registration appeal period. Attach a concise statement (page 2) explaining why you did not register in a timely manner.*</i></p> <p><input type="checkbox"/> Obtain instructor support signature (Step 2) and departmental stamp to join the class. Support is at faculty/instructor and department discretion. Request will not be reviewed without faculty support.</p> <p><input type="checkbox"/> You understand that you must be prepared to remit payment immediately (if applicable) in the event your request is approved. For information on tuition and fees visit: www.hunter.cuny.edu/bursar</p> <p>▪ Do you currently receive or are you planning to apply for financial aid this semester? <input type="checkbox"/> Yes. <input type="checkbox"/> No.</p>
<input type="checkbox"/>	<p>Course deletion. <i>Delete a course and charges after the published deadline. Attach a concise statement (page 2) explaining the reason for the request and appropriate documentation*:</i></p> <p>Upon review of the course deletion request, you will be advised whether a <i>Last Date of Attendance Form</i> is needed. If so, this form will require the instructor's signature, department stamp, and indication of last date attended.</p>
<input type="checkbox"/>	<p>Deletion of charges only. <i>Deletion of tuition/fees charges for courses already dropped by student.</i></p> <p><input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100% <input type="checkbox"/> \$18 COP/schedule adjustment fee <input type="checkbox"/> \$25 late registration fee</p> <p><input type="checkbox"/> Other: _____</p> <p><i>Proceed to Step 3.</i></p>
<input type="checkbox"/>	<p>Deletion of Courses/Charges & Financial Aid</p> <p>▪ Did you receive financial aid during the semester for which you are requesting a deletion? <input type="checkbox"/> Yes. <input type="checkbox"/> No.</p>

Step 2. Indicate which course(s) you are attempting to add or drop.

Action** A = Add a course D = Drop/Delete a course	Department (e.g. ENGL)	Course # (e.g. 120.00)	Course Code (e.g. 1234)	Course Section (e.g. 01)	Credits	Instructor's Signature	Date	Departmental Stamp

**Action: A = Add a course. D = Drop/Delete a course (faculty signature are not required to drop courses).

Step 3. Submit form and any documentation to Hunter East 1119. Read below, sign, and date. By signing this form, you (the student) agree that:

- You have read this form completely and carefully.
- **Any attached supporting documentation is correct.*
- The information included on this request form is correct.
- *You understand that submission of this form does not guarantee approval of the request.*

Financial Aid Agreement: I am responsible for any effect this appeal may have upon my current financial aid award and/or future eligibility.
(For more information on financial aid visit: www.hunter.cuny.edu/onestop/finances/financial-aid)

Student Signature: _____ Submission Date: ____ / ____ / ____

