



NEW YORK CITY COLLEGE OF TECHNOLOGY

Office of the Registrar

300 Jay Street, Brooklyn, NY 11201 Telephone (718) 260-5800

Committee on Course and Standards Appeal Form

Student Information *(Please Print):*

EMPLID Number: _____ Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Email: _____ Major: _____

Semester Last Attended: _____ Year: _____

Purpose of Appeal: _____ Semester: _____ Year: _____

Student Signature: _____

In the absence of a written signature: submission of completed form to CourseandStandards@citytech.cuny.edu will suffice.

PERSONAL STATEMENT AND DOCUMENTATION REQUIRED

Appeal Guidelines

- To appeal WU/WF grades, you have one year from the date that semester began.
- To appeal a dismissal, you can submit an appeal anytime after you are alerted of your dismissal but within the deadline for this semester you wish to return.
- **All appeal documentation must be submitted via email courseandstandards@citytech.cuny.edu by the deadlines listed on the academic calendar: www.citytech.cuny.edu/registrar/academic-calendar.**
- **Any appeals received after a deadline will be reviewed by the next deadline.**
- Once the Committee of Course and Standards has reviewed all submitted appeals, you will be notified of the committee's decision 7-10 business days after the deadline.

Helpful Tips

For Personal Statement:

- Compose a typed statement for the committee, outlining the factors that have affected your academic progress.
- Explain any extenuating or extraordinary emotional, financial, and/or legal circumstances that have affected your academic performance. (i.e., personal illness or accident, loss of employment, military, loss of childcare, etc.)
- Address what change(s) you have made to ensure you will succeed if the appeal is approved.
Present a realistic plan and discuss some strategies that you will apply in order to stay on track academically. (e.g. seek tutoring, advisement, and/or counseling; decrease work hours, etc.).

For Documents: *Evidence/proof of life circumstance(s) beyond your control that you described in your personal statement. Examples include (but are not limited to):*

- Healthcare provider statements, proof of illness/injury, accident reports, death certificate, obituary, legal notices, proof of employment-related issues (e.g., letter from employer, pay stubs showing changes in hours).
- Letters that are submitted as documentation should be official, on letterhead/stationary, and have a signature.
- Document dates should match the time period described in your personal statement.

ALL DECISIONS BY THE COMMITTEE OF COURSE AND STANDARDS ARE FINAL