### School of Education Dean’s Request Form

(For School of Education students only)

A request is considered when there are documented, compelling and unavoidable reasons to grant an exception to policies and/or procedures.

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**Student Name:** __________________________________________________________________________________________________________

**Date:** ______ / ______ / ______   **Term/Session:** ________________ **Year:** _______________ **EMPL ID:** _____________________________________________

**Student E-mail:** ___________________________________________________________

*Official responses will be sent to current students via MyHunter email accounts only.*

#### Step 1. Meet with your program coordinator:

**Name:** ____________________________ **Signature:** ______________________ **Date:** ______ / ______ / ______

#### Step 2. Write a concise statement explaining the reason for the request on the back of this form.*

#### Step 3. 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:**

- [ ] **Add after the deadline.** Add course(s) after the end of the registration appeal period.
  - [ ] Obtain instructor support signature (Step 4) and/or department stamp (to the right) to join the class.
  - Support is at faculty/instructor and department discretion. Request will not be reviewed without faculty support.
  - 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
  - □ Do you currently receive or are you planning to apply for financial aid this semester?  
    - [ ] Yes.  
    - [ ] No.

- [ ] **Withdraw after the deadline.** Withdraw from a course(s) after the end of the official withdrawal period.
  - [ ] Obtain instructor support signature (Step 4) and/or department stamp (to the right) to withdraw from the class.
  - Support is at faculty/instructor and department discretion. Request will not be reviewed without faculty/departmental support.

- [ ] **Course deletion.** Cancel or delete a course after the 100% deadline. May only be requested if the student NEVER ATTENDED the course.
  - [ ] Obtain instructor support signature (Step 4) and/or department stamp (to the right) to delete the class.

- [ ] **Refund of charges.** Refund of tuition charges for courses already dropped by student. Academic Excellence Fee and other non-refundable fees are not included.
  - [ ] 25%  
  - [ ] 50%  
  - [ ] 75%  
  - [ ] 100% (only applicable to students who never attended the course)
  - [ ] Other: __________________________________________________________________________
  - □ Must include last date attended; instructor signature and department stamp (Step 4).

#### Step 4. Indicate which course(s) you are attempting to add or drop. Obtain instructor/department signatures and stamps:

<table>
<thead>
<tr>
<th>Action</th>
<th>Course prefix, number (e.g. CEDC 704) and section</th>
<th>Credits</th>
<th>Last Date Attended</th>
<th>Instructor’s Signature</th>
<th>Department Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Drop/Delete</td>
<td>Section:</td>
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</tbody>
</table>

#### Step 5. Submit form and any documentation to OASA Room 1000 West. 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:** ____________________________________________________________________________________ **Date:** ______ / ______ / ______
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Reason for Request: Write a concise statement explaining the reason for your request, to include the reason(s) you did not meet the published deadlines. All required documentation must be submitted with this request form. Additional sheets may be attached.

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DEAN OF STUDENTS DECISIONS ARE FINAL AND CANNOT BE FURTHER APPEALED

For Office Use Only:  ___ Approved  ___ Denied  ___ Other

School of Education Dean’s Signature: ___________________________________________ Date of Review: __________________

Dean of Student’s Signature: _________________________________________________ Date of Review: __________________

Comments: __________________________________________________________________________________________

LDA: ____________________ Enrolled: Y N  Grade: ____________________ Refund: ____________________ AEF: ____________________

Rev. 11/6/17