How To Format Your Typed C&S Appeal Letter:

**Your letter should follow the format below **_



First and Last name
Current Address
City, State and Zip code
Current email
Primary phone number
Please include your EMPLID from CUNY First
Last 4 digits of SS#

Date

Attention: Committee on Course and Standing Office of Academic Standing, Room 3219B Brooklyn College, CUNY 2900 Bedford Ave. Brooklyn, New York 11210-2889

Dear Committee Members,

1. **The first sentence** should clearly outline what you are requesting, including all pertinent information such as term(s), course(s) and section(s).

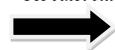
For example: I am requesting permission to

- 2. **The body of the letter should include** academic justification or extenuating circumstances that has prompted you to appeal for an exception to the Brooklyn College Bulletin's rules and regulations.
- 3. Attach any and all supporting documentation which explains and/or supports your appeal.

Sincerely,
(Signature required)
Type your name under your signature

Please limit your appeal letter one to two pages

See other side



C&S APPEALS PROCESS	Adviser's initial
To: COMMITTEE ON COURSE AND STANDING: First paragraph: STATE YOUR REQUEST; Second & third paragraphs: REASON (S) THAT LED TO THE REQUEST AND SUPPORTING DOCUMENTATION. To be submitted to the Office of Academic Standing if you are unable to upload the paperwork to the ePetition system (see below):	
Typed Appeal Statement Letter – pleaformat your appeal letter.	ase see the reverse side on how to
 Documentation - i.e. Doctor's, Lawyer's typed statement with license number, police or hospital report etc. 	
 Departmental Statement of Position Letter – the typed position statement letter must be from the corresponding department for the specific appeal. The letter must be on department letterhead with a signature from the <u>professor</u>, <u>and</u> <u>chairperson or deputy</u>. 	
your instructor complete the form, to procee	s/150309 InstructorsNote.pdf. Please have d with your retroactive withdrawal request. If you so complete a financial aid Liability from as well. wing URL: s/150309 FinancialAidBursarLiability.pdf.
 Outside of CUNY: submit a de with a completed undergradual and paste the following URL: http://www.brooklyn.cuny.edu/v However, if it is a Foreign Landle lower tier), a department position that corresponding department Study Abroad: submit a depart 	PPS equivalency information, a department peal letter. epartment position letter, an appeal letter along te permit appeal form. To access the form copy web/about/offices/caass/petitions.php guage, English or Core course (upper and/or on letter should accompany the request from the interest position letter, an appeal letter along with mit form. To access the Study Abroad permit ing URL: web/aca_international/IEGE
Notes:	
Once you have completed the above checked item(s), you should hand in all required paperwork to the Office of Academic Standing– located in room 3219 Boylan Hall; if you are unable to upload them to the ePetition system.	