

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):

1. ___ **Typed Appeal Statement Letter** – please see the reverse side on how to format your appeal letter.
2. ___ **Documentation** - i.e. Doctor's, Lawyer's typed statement with license number, police or hospital report etc.
3. ___ **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 **professor, and chairperson or deputy.**
4. ___ **Instructor's Note**- To access the form, copy and paste the following URL: http://www.brooklyn.cuny.edu/web/off_caass/150309_InstructorsNote.pdf. Please have your instructor complete the form, to proceed with your retroactive withdrawal request. If you receive(d) financial aid, please be sure to also complete a financial aid Liability form as well. To access the form copy and paste the following URL: http://www.brooklyn.cuny.edu/web/off_caass/150309_FinancialAidBursarLiability.pdf. These forms must be handed in to 3219B, in a sealed departmental envelope by the student.
5. ___ **Request to E-permit a course as part of the last 18 credits-**
 - **Within CUNY:** submit CUNYTIPPS equivalency information, a department position letter along with an appeal letter.
 - **Outside of CUNY:** submit a department position letter, an appeal letter along with a completed undergraduate permit appeal form. To access the form copy and paste the following URL: <http://www.brooklyn.cuny.edu/web/about/offices/caass/petitions.php> However, if it is a Foreign Language, English or Core course (upper and/or lower tier), a department position letter should accompany the request from that corresponding department.
 - **Study Abroad:** submit a department position letter, an appeal letter along with a completed Study Abroad permit form. To access the Study Abroad permit form copy and paste the following URL: http://www.brooklyn.cuny.edu/web/aca_international/IEGE_-_Course_Equivalency_Form.pdf
6. ___ Other:

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.