

**REGISTRATION APPEAL FORM**

**(Please keep this page as a receipt for submission of the appeal form)**

Name: \_\_\_\_\_  
Last First

ID #: \_\_\_\_\_  
Last 4 Digits

The Registration Appeals Committee is the **only** college-wide body authorized to review appeals regarding registration. Your attached written appeal will be forwarded to the Committee for review and final decision.

- The Office of the Registrar/Oasis does not review nor make decisions on Registration Appeals.
- If you have a stop on your record, you must resolve the stop before a final decision will be given.
- Timely submission of your appeal, (**within the first three weeks of the semester**), is a critical factor in the Registration Appeal process.
- Registration Appeals are granted in extreme cases and only when there are documented and compelling reasons to grant an exception to the College's policies and/or procedures.
- Sitting in a class, negligence, employment issues, financial constraints, software and hardware problems, unsatisfactory academic progress, lack of preparation and vacation plans are not considered to be compelling reasons to grant approval.
- You must submit the (attached) "Course Request & Faculty Support Form". You must include any additional relevant documentation to support your appeal.
- Appeals submitted by students who have had a previously approved registration appeal will not be looked upon favorably.
- All applicable fees will be assessed to your bill. Please see the following website for a listing of these fees: [www.hunter.cuny.edu/bursar](http://www.hunter.cuny.edu/bursar).
- The Registration Appeals Committee will make every effort to notify you of their decision within **seven** business days. You will be contacted through your Hunter email address provided.
- All Registration Appeals Committee decisions are final and cannot be further appealed.
- If you have not received a decision after 7 days you may contact the Registration Appeals Committee at: [regappls@hunter.cuny.edu](mailto:regappls@hunter.cuny.edu)

Date Submitted:  
*For Office Use Only:*

**OASIS - Room 217 North**  
695 Park Avenue, New York, NY 10065  
<http://registrar.hunter.cuny.edu>

Semester \_\_\_\_\_

**REGISTRATION APPEAL FORM**

**THIS APPEAL IS TO ADD CLASSES AFTER PUBLISHED REGISTRATION DEADLINES**

An appeal is considered when there are documented and compelling reasons to grant an exception to policies and/or procedures. *Sitting in a class, negligence, employment issues, financial constraints, software and hardware problems, unsatisfactory academic progress, lack of preparation and vacation* are not considered to be compelling reasons.

- Only complete appeal forms will be reviewed: (see check list)
- Submit completed appeal forms to the OASIS, Room 217 North
- Timely submission is a critical factor in the Registration Appeal review process
- If you have a stop on your record, you must resolve the stop before a final decision will be given
- All applicable fees will be assessed. For more information on fees visit [www.hunter.cuny.edu/bursar](http://www.hunter.cuny.edu/bursar)

**THE REGISTRAR'S OFFICE IS NOT INVOLVED IN THE DECISION-MAKING PROCESS.  
COMMITTEE DECISIONS ARE FINAL AND CANNOT BE FURTHER APPEALED.**

*Please print clearly (Use Ink Only)*

Name: \_\_\_\_\_ ID #: \_\_\_\_\_  
Last First

**Hunter Email Address:** \_\_\_\_\_

(The response to your appeal will be sent to your Hunter email, except in cases where none has been assigned.)

**Telephone Number(s):** \_\_\_\_\_

**Reason for Appeal: Write a concise explanation/justification for failure to register and/or pay your tuition during the standard registration and payment process/period. You must attach all required documentation with this appeal form.**

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First Name

Last Name

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Semester \_\_\_\_\_

**REGISTRATION APPEAL: COURSE REQUEST & FACULTY SUPPORT FORM**

Last 4 Digits Student ID/SSN \_\_\_\_\_

|  |  |
|--|--|
| <p><b>For Students:</b><br/>Please complete the chart below with all courses you wish to add to your registration.</p> | <p><b>For Faculty/Academic Departments:</b> The above-named student is requesting to be registered for your class later than the established deadline. If you support adding the student to your class, please sign and affix the departmental stamp below. Please understand that many factors contribute to the Registration Appeal Committee’s decisions, including student justification for failure to register during the standard registration process, the student’s previous appeal history, and delay in submitting the appeal.</p> <p>Please allow the student to continue to attend your class during the appeal process (usually no longer than 5 – 7 business days from date the appeal is submitted). An email will be sent to the department chair and administrative assistant notifying you of the Registration Appeal Committee’s decision. If you do not receive notification, you may check your web roster at <a href="mailto:webroster@hunter.cuny.edu">webroster@hunter.cuny.edu</a> OR you may contact <a href="mailto:regappls@hunter.cuny.edu">regappls@hunter.cuny.edu</a>. Under no circumstances should you informally report a grade to a student who is not officially registered in your class.</p> |
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*Check one of the following and specify year. List the course(s) you wish to have considered. If there are any courses that you wish to drop contingent upon the approval of this appeal; please note them below.*

Winter 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer I 20 \_\_\_\_\_ Summer II 20 \_\_\_\_\_ Fall 20 \_\_\_\_\_

| Department       | Action* | Course # | Course Code | Course Section | Authorized Signature from Academic Department<br><i>(Required for Course Additions)</i> | Date<br><i>(Required for Course Additions)</i> | Departmental Stamp<br><i>(Required for Course Additions)</i> |
|------------------|---------|----------|-------------|----------------|---|--|--|
| EXAMPLE: English | A       | 120.00   | 0407        | 003            |   |  |  |
|                  |         |          |             |                |   |  |  |
|                  |         |          |             |                |   |  |  |
|                  |         |          |             |                |   |  |  |
|                  |         |          |             |                |   |  |  |

\*Action: A = Add a course. D = Drop a course (faculty signature and departmental stamp are not required to drop courses).

**REGISTRATION APPEAL CHECKLIST**

**Make sure you have responded to each item listed below before you submit this appeal to the OASIS, Room 217 North Building.**

**I have:** (check or indicate N/A if not applicable, each of the items below)

\_\_\_\_ fully completed **all** items required on the appeal form.

\_\_\_\_ attached department/faculty Support form, or have permission on my e-SIMS record.

\_\_\_\_ no stops on my record.

By signing this form, you agree that: the information included on this Appeal form is correct; you are prepared to remit payment immediately in the event your appeal is approved; and you understand that submission of this form does not guarantee approval of the appeal.

*All applicable fees will be assessed. For more information on fees visit [www.hunter.cuny.edu/bursar](http://www.hunter.cuny.edu/bursar)*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**COMMITTEE DECISIONS ARE FINAL AND CANNOT BE FURTHER APPEALED**

*For Office Use Only:*

- Appeal Approved
- Appeal Approved w/ Exception Email
- Appeal Denied
- Other

\_\_\_\_\_  
\_\_\_\_\_

Reviewer's Signatures: (1) \_\_\_\_\_ Date of Review: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

(2) \_\_\_\_\_ Date of Review: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Overload \_\_\_\_\_

Stops \_\_\_\_\_

First Name

Last Name