Please attach your typed appeal letter, and include your full name on all pages.
Handwritten appeals will not be considered.

It is strongly recommended that you meet with an Academic Advisor in The Center for Academic Advisement or your SEEK Counselor in the SEEK Office before you submit an appeal.

A. IF YOU ARE A STUDENT ON AN F1 OR J1 VISA, YOU MUST DISCUSS YOUR APPEAL WITH THE INTERNATIONAL STUDENT SERVICES OFFICE BEFORE SUBMITTING IT TO THE COMMITTEE.

B. FINANCIAL AID RECIPIENTS MUST CONSULT THE OFFICE OF FINANCIAL AID SERVICES AS APPEAL DECISIONS MAY RESULT IN LOSS OF AID AND/OR OUT OF POCKET EXPENSE TO YOU.

The following information must be included in your appeal:

1. What is your appeal request?

2. Explain in detail the reason for your appeal. You must include supporting documentation (medical, employment, legal, etc.) and any letters from faculty, academic advisors, counselors, etc. The Committee will not consider appeals that are submitted without supporting documentation.

3. For students who are applying for Reinstatement:
   a) Have you participated in any of the Center for Academic Advisement sponsored programs (ex: Students Towards Success, In Gear, Probation Workshops)? If Yes, When? Who was your Academic Advisor?
   b) Have the issues/factors that hindered you from succeeding at Baruch been resolved? Explain.
   c) What steps/measures have you implemented or will implement that will help you succeed academically at Baruch College? (ex: reduced course load, few hours at work, tutoring, etc.)

**SUBMISSION DEADLINES FOR REINSTATEMENT APPEALS WILL BE STRICTLY ENFORCED**

For Fall reinstatement - April 1  For Spring reinstatement - November 1

4. If you are registered with Student Disability Services and you feel your academic appeal is directly related to your disability, you may choose to request a letter of support from that office. Please contact them at disability.services@baruch.cuny.edu or 646-312-4590.

Please submit your appeal to one of the following offices:

**Zicklin School of Business:**
Tel: 646-312-3135    Fax: 646-312-3136
One Baruch Way, 13th floor, Room B13-240

**Weissman School of Arts & Sciences:**
Tel: 646-312-3890    Fax: 646-312-3891
One Baruch Way, 8th floor, Room B8-265

**School of Public Affairs:**
Tel: 646-660-6700    Fax: 646-660-6701
135 East 22nd Street, Room 901

**Center for Academic Advisement:**
Tel: 646-312-4260
One Baruch Way, 5th floor, Room B5-215
SECTION ONE:

PERSONAL DATA
Please type or print the following information.

Date: ______________________

Name: ____________________________________________________________________

First Name   Middle Initial   Last Name

CUNY EMLID # ______________________

Address: ___________________________________________________________________________________

Tel: ___________________ ________________________ ___________________

Day/Business    Evening     Cell Phone

E-Mail: ________________________________________________________@_______________

PLEASE CHECK THE APPROPRIATE BOX. I AM APPEALING TO:

☐ Zicklin School of Business
☐ Weissman School of Arts and Sciences
☐ School of Public Affairs
☐ College – Undecided (for students who have not been accepted into one of the College’s three schools)

ARE YOU A CANDIDATE FOR GRADUATION?  _____YES  _____NO

Declared and/or Intended Major: ________________________________

TYPE OF APPEAL: Please check

☐ CURRICULAR ADJUSTMENT
☐ EXTENSION TO COMPLETE COURSE WORK
☐ RETROACTIVE WITHDRAWAL
☐ PERMISSION TO DROP A COURSE AFTER THE DEADLINE DATE (current semester)
☐ REINSTATEMENT
☐ TOTAL RESIGNATION
☐ OTHER

NOTE: THE COLLEGE DOES NOT GUARANTEE APPROVAL OF DOCUMENTED APPEALS.

See instructions for each type of appeal in Section Two
SECTION TWO:

You are required to submit supporting documentation (medical, employment, etc.) for any extension, retroactive withdrawal, or drop after the deadline request.

☐ CURRICULAR ADJUSTMENT (course substitution/waiver): (ex. To use POL 2260 to fulfill the POL requirement).

1. Include in your typed appeal, a detailed explanation of how the course is similar in academic depth and/or fulfills the spirit of the curriculum requirement.

2. Attach a copy of the catalogue description and a copy of the course syllabus.

☐ EXTENSION TO COMPLETE COURSE WORK.

1. Complete Attachment B and submit it with your typed appeal.

☐ RETROACTIVE WITHDRAWAL:

1. Complete Attachment A and submit it with your typed appeal.

   Course number: __________________ semester / year course completed: __________

   Course number: __________________ semester / year course completed: __________

☐ PERMISSION TO DROP A COURSE(S) AFTER THE DEADLINE DATE:

1. Complete Attachment A and submit it with your typed appeal.

   Course number: __________________ semester / year course completed: __________

   Course number: __________________ semester / year course completed: __________

☐ TOTAL RESIGNATION (DROPPING ALL COURSES) AFTER THE DEADLINE DATE:

Please indicate the semester/year you are requesting to receive “W” grades: ____________________

You are required to submit supporting documentation (medical, employment, etc.) for each semester requested.

☐ REINSTATEMENT (SUBMISSION DEADLINES: FALL – APRIL 1; SPRING – NOVEMBER 1)

1. If reinstated, which school (major) will you pursue? (Circle one) Business /Arts and Sciences/ Public Affairs

2. Have you taken any courses at another institution since your dismissal from Baruch College? YES NO

   If yes, list institution(s):

   ____________________________________________________ and attach an official transcript.

☐ OTHER – INDICATE YOUR REQUEST (APPEAL).

For office use only:

Appeal Approved: ____________ Appeal Denied: _____________ Appeal Tabled: ____________
ATTACHMENT A
RECOMMENDATIONS FOR THE COMMITTEES ON ACADEMIC STANDING
(For Retroactive Withdrawal and Withdrawal after Deadline)

Student: This form must be completed by the FACULTY member and submitted with your appeal.

Student’s Name _________________________________ CUNY EMPLID: _______________________

Semester _____________________ Course __________________ Section ___________________

Faculty Member: The above-named student has an appeal pending before a Committee on Academic
Standing and is requesting the following grade change:

Of ____________________        To ___________________

INSTRUCTOR: ____________________________  DEPARTMENT: ________________________________

Please complete the following information:
(1) Has student spoken with you about his/her problem? ________________________________________

(2) Was (is) attendance satisfactory? _________________________________________________________

(3) Last day of attendance: _______________________________________________________________
    *(Must be completed by Faculty Member)*

(4) Were (are) assignments up to date? ______________________________________________________

(5) Please indicate Dates & Grades for ALL exams, mid-terms, quizzes or papers given?
    _______________________________________
    _______________________________________
    _______________________________________

(6) When was the “WU” grade submitted (if applicable)? _______________________________________

(7) Please provide a detailed explanation for the assigned “WU” grade? ___________________________
    ______________________________________________________________________________________

(8) Please add any comments that might be helpful in supporting your recommendation:
    ______________________________________________________________________________________

Do you recommend the approval of this grade change?
Yes ___  No ___  Instructor’s Signature __________________  Date ________________

Yes ___  No ___  Chairperson’s Signature __________________  Date ________________

*Please be aware that the Committee on Academic Standing may not comply with the faculty recommendation.*
ATTACHMENT B

RECOMMENDATIONS FOR THE COMMITTEE ON ACADEMIC STANDING

EXTENSION TO RESOLVE AN INC GRADE

Date ___________________________

Name _________________________________________________________________

Address _________________________________________________________________
    Street

                                                                                     City     State    Zip Code

I am applying to have an extension to resolve my INC grade in:

____________________ ________________  _____________________
Course   Section   Semester/Year

I would like an extension until __________________________________
    Month/Day/Year

_____________________________________________________________________

INSTRUCTOR'S SECTION

I will permit the above named student to have an extension to resolve an INC Grade.

Deadline for submission of work: ________________________________
    Month/Day/Year

Instructor's Signature _______________________________________________________________________

Date ___________________________

Revised 5.15 WSAS/sw