



Office of the Registrar

Borough of Manhattan Community College
The City University of New York
www.bmcc.cuny.edu

199 Chambers Street, S315
New York, NY 10007-1097
tel. 212 220-1290
fax. 212 220-1254

8-digit CUNYfirst ID or 9-digit Social Security Number: _____

_____	_____	_____	_____	_____
Last Name	First Name	Phone		
_____		_____	_____	_____
Address (include apartment number if applicable)		City	State	Zip
Email Address _____				

REASON FOR THE APPEAL:

- Withdraw after the official deadline. Please list courses & semester(s).

- Review of earned grade(s) - (F, FAB, FIN, FPN, R, U, and WU). Please list courses & semester(s).

- Reinstatement on Special Probation. Indicate semester you were academically dismissed:

What is the basis for your appeal: How did the situation occur? **Please attach a statement.**

Student Signature _____ **Date** _____

PLEASE NOTE: EVERY APPEAL FORM MUST BE SIGNED BY A COUNSELOR IN THE COUNSELING CENTER (S-343) BEFORE IT CAN BE ACTED UPON. THE SIGNATURE MEANS THAT THE COUNSELOR HAS EXPLAINED AND HELPED YOU WITH THE APPEAL PROCEDURE.

Statement by Counselor _____

Student Life Counselor Signature _____ **Date** _____

PLEASE INITIAL YOUR DECISION(S) AND LIST REMARKS	
_____ GRANTED _____	SPECIAL PROBATION FOR _____
_____ DENIED _____	DOCUMENTATION REQUESTED _____ REFERRED TO _____
REMARKS (including notation of partial action to be taken)	
Committee Chair Signature _____	Date _____

INSTRUCTOR'S SUPPLEMENT TO APPEAL

Student's Last Name

Student's First Name

Student's 8-digit CUNYfirst ID or 9-digit SSN

The above mentioned student is appealing to the Committee on Academic Standing for a Withdrawal after the deadline. The student has presented reasons (and has produced documentation) to support this request. Please be aware that the grade of "W" will not be considered by the Committee on Academic Standing without your approval. On the other hand, even if you agree to a "W" the Committee must still decide whether a "W" is warranted.

- A. Please indicate in the appropriate column whether or not you agree that the student should receive a grade of "W".
- B. It would be very helpful to the Committee on Academic Standing if you add comments/reasons in support of your decision and provide the student's last date of attendance.
- C. If Chair or Deputy Chair is signing in lieu of the instructor, please indicate the reason in the comments/reasons section.

Course/Section #1	Term/Year	Instructor Name	Agree (Yes/No)	Last Date of Attendance	Signature
Comments/Reasons:					
Course/Section #2	Term/Year	Instructor Name	Agree (Yes/No)	Last Date of Attendance	Signature
Comments/Reasons:					
Course/Section #3	Term/Year	Instructor Name	Agree (Yes/No)	Last Date of Attendance	Signature
Comments/Reasons:					
Course/Section #4	Term/Year	Instructor Name	Agree (Yes/No)	Last Date of Attendance	Signature
Comments/Reasons:					
Course/Section #5	Term/Year	Instructor Name	Agree (Yes/No)	Last Date of Attendance	Signature
Comments/Reasons:					