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# Grove School of Engineering Office of Undergraduate Affairs

Steinman Hall 209

**Template for writing an Appeal Letter**

This template may be used for any of the following:

1. Requesting admission to GSoE 3. Permission to take a course at another institution
2. Appeals for: 4. Request for a retroactive withdrawal
	1. GPA 5. Requesting waiver of a requisite
	2. QPA 6. Requesting waiver of a Pathways requirement
	3. Excessive Ws (only applicable to transfer students)
	4. Taking a course for the third time

**Submit this letter with the form to Ms. Gonzalez in Room 209 or online at https://**[**www.ccny.cuny.edu/engineering/academic-appeal-request-form**](http://www.ccny.cuny.edu/engineering/academic-appeal-request-form)

**Letters with spelling and grammar errors will not be reviewed.**



[Your Name] [Street Address]

[City], [State] [Zip Code]

[Phone number] [Email address]

[Date]

Dean Rawlins Beharry

The Grove School of Engineering The City College of New York Steinman Hall 209

140th Street and Convent Avenue

New York, NY 10031 Dear Dean Beharry:

1. The body of your letter should clearly and succinctly:
	1. State the reason you are writing (GPA stop, QPA stop, etc.).
		1. If addressing a negative QPA, please calculate your QPA and include the courses and grades that you have to earn in these courses to realize a QP of 0 or higher.
		2. If addressing a GPA below 2.0, please include the courses and grades that you have to earn in these courses to realize a GPA of 2.0 or higher.
	2. Include facts to back up your case.
	3. If you are including an Academic Action Plan:
		1. State what courses you would like to take next semester (if applicable)
		2. State how you plan to improve your grades (examples: increase hours of study per hours in class, improve daily class preparation, work fewer hours, seek tutoring, start a

study group, attend professor’s office hours, etc.)

1. Attach any relevant documentation (transcripts, syllabi, medical/health, course descriptions, etc.).

Sincerely, [Your name] [Your EMPL#]