



APPLICATION TO APPEAL TO THE GRADUATE COMMITTEE ON ACADEMIC STANDING

FOR OFFICE USE ONLY		
Case # _____	Date received _____	
GCAS meeting date _____		
Credits required _____	Completed _____	Remaining _____
GPA _____	Time limit _____	
Test type <u>GMAT</u>	Score _____	%Q _____
Grade(s) needed _____		

Date: _____

GENERAL INFORMATION:

Your appeal will not be accepted unless the general information requested below is provided.

Name: Mr. Ms. _____ SS/ID# _____ - _____ - _____

Address: _____
 Street City, State Zip Code

Telephone # (Day) _____ (Eve) _____ Email: _____

Semester/Year first enrolled: Fall _____ Spring _____ Degree _____ Major _____

Dates of previous appeals: _____

Current employment status: Full-time Part-time Total # hours worked per week _____

Student status: Full-time Part-time International Student - Visa Status: _____

Student Signature _____

NATURE OF APPEAL:

- Reinstatement
- Reentry after extended leave (Last registered: _____)
- Time extension to: _____
- Retroactive withdrawal from:
 Course # _____ Semester _____ Last Date of Attendance _____
 Course # _____ Semester _____ Last Date of Attendance _____
- Other: (please specify) _____

DOCUMENTATION: Please check the type of documentation attached.

- None Medical Work Resume Other (please specify) _____

NOTE: ALL STUDENTS WHO ARE NOT REGISTERED IN THE CURRENT SEMESTER MUST FILE FOR REENTRY THROUGH THE OFFICE OF THE REGISTRAR BY THE APPROPRIATE DEADLINE. VISIT www.baruch.cuny.edu/registrar/forms.htm FOR MORE INFORMATION.

INTERNAL USE ONLY: GCAS DECISION - Date:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Table
COMMENTS/CONDITIONS:	

INSTRUCTIONS FOR COMPLETING APPEAL STATEMENTS

- Select the section that appropriately corresponds with the nature of your appeal.
- Appeal statements must be typewritten and include the section title and questions being answered (In Bold). Statements should not exceed 300 words.
- Include your name, student ID/social security #, and date in the top left corner.
- Completed appeal statements must be attached to page one, along with any documentation.
- DO NOT use a separate sheet for each section.
INCORRECTLY FORMATTED APPEAL STATEMENTS WILL NOT BE ACCEPTED.
(SEE SAMPLE APPEAL STATEMENT)

SECTION A: Must be completed by all students requesting REINSTATEMENT.

1. Explain the circumstances that affected your academic performance.
2. Discuss your plan of action to overcome academic challenges and achieve a 3.0 cumulative GPA.
3. If you have not attended the graduate program for one or more semesters, you must file for REENTRY through the Registrar's Office. You should do this as soon as possible, even if your appeal is pending.

SECTION B: Must be completed by all applicants requesting REENTRY AFTER EXTENDED LEAVE

1. Explain the circumstances that resulted in your extended leave and your current ability to return.
2. File for REENTRY through the Office of the Registrar. You should do this as soon as possible, even if your appeal is pending.
3. Attach a current copy of your resume.

SECTION C: Must be completed by applicants with any other request:

(e.g., RETROACTIVE WITHDRAWAL, GRADE CHANGE, OTHER/MISCELLANEOUS).

1. Explain the basis for your request.
2. Explain any steps taken to resolve this matter prior to submitting this appeal.
3. Attach any relevant documentation.

SAMPLE APPEAL STATEMENT

SAMPLE APPEAL STATEMENT

Student Name
Student ID/SS#
Date

SECTION A: REINSTATEMENT

Explain the circumstances that affected your academic performance.

<Student's response here>

Discuss your plan of action to overcome academic challenges and achieve a 3.0 cumulative GPA.

<Student's response here>

SECTION C: RETROACTIVE WITHDRAWAL

Explain the basis for your request.

<Student's response here>

Explain any steps taken to resolve this matter prior to submitting this appeal.

<Student's response here>