



REGISTRATION APPEAL APPLICATION

Policy

- I. **Registration Appeal Policy**
 - a. Students may appeal registration-related charges when there are documented and compelling reasons to grant an exception to college deadlines (Academic Calendar) or CUNY policy/procedure.
 - b. Appeals must be submitted within one year of the first official day of the semester indicated.
 - c. Appeals that exceed one year (365-days) after the first official day of the semester will be denied.
 - d. Students may not submit more than three (3) appeals, regardless of outcome, during their tenure at the CUNY School of Labor and Urban Studies (SLU).
- II. **Circumstances Sufficient to Request an Appeal**
 - a. **Medical Emergency:** personal illness or injury.
 - b. **Family Emergency:** a crisis affecting the health or safety of parents, children, spouse, or domestic partner.
 - c. **Bereavement:** death of a grandparent, parent, child, sibling, spouse or domestic partner.
 - d. **Employment Conflict:** unexpected scheduling conflict with an employer.
 - e. **Active-Duty Service:** Army, Air Force, Navy, Marine Corps, or Coast Guard required perform his/her duties.
 - f. **Jury Duty:** obligation to act as a member of a jury in court which has suddenly conflicted with the student's course schedule.
 - g. **College Action:** a tuition liability or fee that was caused by the College (i.e., class cancelled for low enrollment, time/date/location of class changed).
- III. **Circumstances NOT Sufficient to Request an Appeal**
 - a. **Lack of Awareness:** it is the student's responsibility to access the Academic Calendar, CUNYfirst, and the SLU website so they are aware of the semester start date, tuition due date, liability schedule, and other relevant policies.
 - b. **Financial Difficulty:** SLU provides educational services, and the student promises to pay all assessed tuition, fees, and associated costs by the published or assigned due date.
 - c. **Insufficient Financial Aid:** reduced or rescinded federal/state aid, scholarships, or other benefits does not entitle students to a waiver.
 - d. **Sampling a Course:** students may not sample classes; dropping a course after the first official day will incur a charge.
 - e. **Lack of Preparation for a Course:** all students are expected to dedicate adequate time to their coursework, understand the expectations for the class (syllabus), and address any shortfalls with the instructor.
 - f. **Hardware/Software Issues:** all students are expected to use technology and address any issues with the IT Help Desk, including borrowing devices, scheduling workshops and training, and downloading required software.
 - g. **Dissatisfaction with an Instructor:** students who may dislike the teaching style of their professor are not entitled to a waiver. Title IX issues should be addressed with the Office of Academic Affairs.
 - h. **Unsatisfactory Academic Progress (i.e., failure, low grades):** all students are expected to dedicate ample time to their coursework, understand the expectations for the class (syllabus), and address any shortfalls with the instructor. Failing a course or receiving a low score does not entitle students to a waiver.
 - i. **Over Commitment (i.e., vacation, unavailable):** all students are expected to plan their enrollment within the context of their work/life prior to the start of the semester.
- IV. **Submitting an Appeal**
 - a. A completed **Reg. Appeal Application** must be **submitted** to the **Office of the Registrar** within the eligible appeal period.
 - b. Appeals are considered final at the time of submission and a decision will be rendered based on completeness of the application and integrity of the evidence provided. Requests to change, modify, or otherwise alter an appeal after the submission date will be denied. A reviewer may contact the applicant if additional information is necessary. The student is required to comply with the request within 7-business days. Failure to do so will cause the appeal to be denied.
 - c. Submitting an appeal does not extend the due date for outstanding tuition and fees or other charges while awaiting a decision. Charges not paid by the due date are subject to standard collection proceedings.
- V. **Appeals Committee**
 - a. The Reg. Appeal Committee consists of various campus units and is authorized to review appeals and render a decision.
 - b. Decisions are made within 4-6 weeks. Students will be notified of the decision via college email.
 - c. Decisions are final. The student may **NOT** contest or resubmit a registration appeal that was previously denied.



CUNY SCHOOL OF LABOR AND URBAN STUDIES

THE CITY UNIVERSITY OF NEW YORK

25 West 43rd Street, 19th FL, New York, NY 10036-7406 | Phone 212 642-2098 | Fax 212 827-5955 | Registrar@slu.cuny.edu

REGISTRATION APPEAL

Application

Carefully read through this document and fill out ALL of the required information, including appropriate signatures. Attach supporting documents to this application.

| Desired Action | Required Sections | | | | | | | |
|--------------------------------------------------------------|-------------------|---|---|---|---|---|---|---|
| | A | B | C | D | E | | | H |
| Request to WAIVE Late Registration Fee (\$25) | A | B | C | D | E | | | H |
| Request to WAIVE Change of Program Fee (\$18) | A | B | C | D | E | | | H |
| Request to WAIVE tuition liability for dropped course(s) | A | B | C | D | E | F | G | H |
| Request to CANCEL ALL enrollment and WAIVE tuition liability | A | B | C | D | E | F | G | H |

A. STUDENT INFORMATION

Undergraduate Graduate

EMPLID: _____ Name: _____ Phone: _____

SLU Email: _____ Personal Email _____
[Optional]

B. PLEASE IDENTIFY THE COURSES TO WHICH THE ABOVE ACTION SHOULD BE APPLIED

| Course Abbreviation | Course No. | Credit Hours | Instructor Name |
|---------------------|------------|--------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

C. SELECT THE MOST APPROPRIATE JUSTIFICATION FOR YOUR APPEAL

| Justification | Required Docs |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Medical Emergency | Signed letter from a health professional, including the date of illness and explanation of reason for inability to attend classes. |
| Family Emergency | Official document(s) that sufficiently detail the family emergency. The date(s) and time(s) must be listed. |
| Bereavement | Copy of obituary or death certificate; date(s) and time(s) must be listed. |
| Employment Conflict | Letter from employer/human resources that details the nature of the change in employment. The date(s) and time(s) of the change must be clearly listed. |
| Active-Duty Service | Copy of military orders. |
| Jury Duty | Copy of the jury summons or county clerk letter. The date(s) and time(s) of appearance must be clearly listed. |
| College Action | E-mails and other correspondences** |

All official documents must be issued by a legitimate public or private agency/institution, typed on professional letterhead, and pertain to the time period in question.



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D. OFFICIAL DOCUMENTS THAT SUBSTANTIATE THE SELECTED EVENT

**Medical bills are not considered acceptable documentation*

***All registration activity is tracked by the CUNYfirst system*

E. ATTACH A TYPED PERSONAL STATEMENT OR TYPE IN THIS SECTION

F. DID YOU RECEIVE FINANCIAL AID?

- I did not receive federal/state aid or loans during the semester in which I am appealing.
- I received federal/state aid or loans during the semester in which I am appealing. I will be sure to discuss any ramifications, such as return of Title IV funds and other payment responsibilities. Contact financialaid@slu.cuny.edu

G. WILL YOU BE CONTINUING AT SLU?

- I do not plan to continue my program at the CUNY School of Labor and Urban Studies.
- I plan to continue my program at the CUNY School of Labor and Urban Studies and will meet with my Academic Advisor to devise an enrollment plan.

H. ATTESTATION

I understand that the submission of this appeal does not extend the due date for outstanding tuition, fees, or other charges. Until an affirmative decision is rendered, I am still responsible for the timely payment of tuition and will be subject to the College's standard collection proceeding (i.e., balance letters or emails, account holds, late payment fees, placement with a collection agency). I am aware that the committee decision is final and requests to dispute, reconsider or otherwise reevaluate this appeal will be denied. This includes evidence, supporting documents or transcripts that were not furnished at the time of submission. I agree to clarify and/or provide additional information within 7-business days and only if required by the Registrar's Office.

I hereby certify that this form and any attachments are truthful and that I am the person whose details have been provided.

Signature

Date

DO NOT WRITE BELOW THIS LINE – FOR REVIEWER USE ONLY

Decision: Approved Denied

Action: Tuition Waived Tuition Due

Signature of Registrar

Date