

### Instructor's Grade Change Release Form

Please use this form only if you are appealing a penalty grade of "X", "FIN", "WU", or "WN" from a prior semester. **Students can appeal WN grades received in Fall 2008-Summer 2009 ONLY.**

#### Important Information

- Academic grades {A-F or P} **cannot** be appealed through the Committee on Course and Standing.
- Once a baccalaureate degree is granted, the Committee on Course and Standing **will not change any grade.**

#### Instructions:

- Bring this form to the Registrar's Office (Bldg. 2A, Rm-107) or email it to registraroffice@csi.cuny.edu. The Office of the Registrar will verify the instructor's name, and all course information.
- Please contact the instructor for signature. *Computer Science, Political Science and Global Affairs, World Language and Literatures, English and Psychology departments do not require an instructor's signature.*
- If you are filing for a medical withdrawal for current registration or the preceding semester: **you must submit this form signed by the instructor directly to the Registrar's Office** (Bldg. 2A, Room-107) after submitting medical documentation to the Health Center (Bldg. 1C, Room-112).
- **If you are not filing for a medical withdrawal as described above, attach this release form to your appeal and either bring your entire packet to the Registrar's Office (Building 2A—Room 107) or email it to AppealInquiry@csi.cuny.edu. It will then be forwarded to the Course and Standing Committee for review.**

#### Please provide the following:

Date: \_\_\_\_\_ Emplid ID or SS#: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Name While in Attendance: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Instructor's Name (PRINT) \_\_\_\_\_

Course \_\_\_\_\_ Section \_\_\_\_\_ Semester \_\_\_\_\_ Original Grade \_\_\_\_\_

Verified by Registrar \_\_\_\_\_ Date: \_\_\_\_\_

I give permission to the Committee on Course and Standing to change the penalty grade of "X", "FIN", "WN", (Punitive Fall 2008-Summer 2009), or "WU" to a non-penalty grade of "W".

\_\_\_\_\_  
 Instructor's Signature

\_\_\_\_\_  
 Date

**This signature is valid for one year from date signed.**