THE CITY UNIVERSITY OF NEW YORK
College of Staten Island

Office of the Registrar
2800 Victory Blvd • Bldg., 2A Room
107 Staten Island, NY 10314

Telephone 718.982.2120
Fax 718.982.2584

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. *The ONLY departments which require an instructor's signature are Chemistry, Nursing, and Physics & Astronomy.*

- 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.
Rev. 06/22