

York College City University of New York
School of Health Sciences and Professional Programs
Student Progression and Retention Committee Appeals Form

SHSPP Student Appeal Procedure

Please follow these guidelines:

- Within five business days of receiving a certified letter of a departmental action such as dismissal or probation to file an appeal.
- The appeal is made in writing: formally typed, double spaced, and dated with contact information including e-mail address and telephone number. The letter requesting an appeal should include any supporting documents and submitted to the Office Assistant for the School of Health Sciences and Professional Programs (AC 2H07) (addressed to the attention of Chair for SHSPP Student Progression and Retention Committee) or sent via email to SHSPPAppeals@york.cuny.edu.
- The student will notified by the SHSPP Committee Chairperson via e-mail and two mailings via postal and certified mail of the hearing date and time.
- Students will have an opportunity to present in person all supporting materials at the scheduled SHSPP Appeal hearing.
- After the meeting, the student will be notified within five days of the Committee's decision. The Committee decision is final.

York College, City University of New York
School of Health Sciences and Professional Programs
Student Progression and Retention Committee Appeals
Cover Sheet

Student's Last Name: _____ First Name: _____

CUNYfirst ID Number: _____ Major: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: Home _____ Work: _____

Cell Phone: _____

All requests are made in writing (formally typed, double spaced, dated and signed and include CUNYfirst ID number) and attach any supporting documents. Attach this cover sheet to appeal letter and supporting documentation.

Student signature: _____ **Date:** _____

Supporting Documents:

Check (✓) all that apply: Personal Statement Documentation of Extenuating Circumstances Transcript Other: _____

I am NOT submitting Supporting Documentation