

## **Undergraduate Retroactive Resignation Appeals Process (Please Read Carefully)**

**The Retroactive Resignation Appeals Process is for undergraduate students whose request to be withdrawn from all courses, taken in a prior semester, due to extenuating circumstances, was denied by the Office of the Registrar's Retroactive Resignation Committee. If your Application for Retroactive Resignation was denied and you would like to submit an appeal, please follow the three (3) -step process outlined below.**

### **STEP ONE**

Write a detailed personal statement addressed to the Office of the Dean of Students, 524 West 59th Street, Room L.65, New York, New York 10019. Be sure to include answers to the following questions in your statement:

- 1) Why do you think your retroactive resignation appeal should be granted?
- 2) What extenuating circumstances made it difficult for you to perform well in your academic coursework?
- 3) Why were you not able to resign from your courses before the course resignation deadline?

During this process, you may find it helpful to know that the Appeals Committee consists of representatives from the following offices and centers: The Academic Advisement Center, The Counseling Center, The Office of Financial Aid, The Office of the Dean of Students, and the Office of the Vice President for Student Affairs.

### **STEP TWO**

Provide evidence and/or official documentation that will support your personal statement. The dates on your evidence and/or official documentation must coincide with the semester you indicated on your Retroactive Resignation Application. Examples include but are not limited to:

- a) If you had a semester of bad grades due to a close relative's death, you must attach the death certificate. You must also be able to prove your familial relationship to the deceased.
- b) If you were a victim of domestic violence, you must attach a copy of a restraining order, police report, etc.
- c) If you had to leave the country on a family emergency, you must attach copies of plane tickets, itineraries, etc.
- d) If you were homeless, you must attach documents from the appropriate NYC social services agency, etc.
- e) If you were deployed in the military, you must provide documentation from the military outlining the dates, etc.
- f) If you were coping with a debilitating health or medical issue, please provide documentation from your health care provider, on official letterhead and certified with the health care provider's official stamp.

If you have any questions, please contact Mr. Paul Wyatt, Director of Student Relations, for assistance. Mr. Wyatt may be reached at 212-237-8871, pawyatt@jjay.cuny.edu.

### **STEP THREE**

Submit your personal statement and evidence/official documentation to the Office of the Dean of Students. These documents are due no later the 15th of each month during the academic year. The Appeals Committee meets the 4th week of each month during the academic year.

Send your personal statement and evidence/official documentation to:

Mr. Paul Wyatt, Director of Student Relations  
Office of the Dean of Students  
John Jay College of Criminal Justice, CUNY  
524 West 59th Street, Room L.65.05

New York, New York 10019

You may also submit your personal statement and evidence/official documentation, via email, to Mr. Paul Wyatt at [pawyatt@jjay.cuny.edu](mailto:pawyatt@jjay.cuny.edu).

The decision of the Appeals Committee is final.