



Administrative Appeal Form

Date: _____

Name: _____ Empl ID: _____

Email: _____ Phone #: _____

For what semester are you appealing? _____

Please check (✓) the type of appeal you are requesting:

Retroactive Drop: Retroactive Withdrawal:

Retroactive Drop: When the student obtains a drop backdated to the day before the semester starts.

Retroactive Withdrawal: When the student obtains a drop after the withdrawal period ends or when the student receives a change of grade from WU, F or FIN to W if the semester already passed.

Explain the reason for your appeal. Detail the extenuating circumstances that occurred during the semester for which you are appealing and the reason you were unable to withdraw by the deadline.

Do you have proof of the explanation above? If so, list credible documents you have provided. Please note, documents must have dates that coincide with the semester for which you are appealing.

Do you plan on registering for classes at Hostos again? If so, please detail how your circumstances have changed and how you plan to succeed academically moving forward.