



This appeal is not a financial aid application. Make sure you file a current year FAFSA.

TITLE IV SATISFACTORY ACADEMIC PROGRESS APPEAL

STEPS TO FILE A TITLE IV APPEAL

Allow a minimum of two weeks to complete this appeal, keeping in mind that you must meet with an academic advisor and a counselor, write a personal statement, and gather documentation to complete the appeal.

1. Complete **Sections 1 and 2** of this form.
2. Reach out to your assigned academic advisor and let them know that you would like to file a Title IV Appeal, attach this form with sections 1-2 completed. If you do not have an assigned advisor, please contact TitleIV@bmcc.cuny.edu, and be sure to include your full name and EMPLID (student ID) number.
3. Your advisor will meet with you to complete **Sections 3 and 4**. Together, you will determine the reasons for financial aid suspension, the semester for which you are appealing for aid and an academic plan that outlines how to meet the college's standards of academic progress.
4. Review the plan and the information the advisor filled into section 4 before signing the Student Certification section. Signing means that you agree to follow the plan.
5. Complete a personal statement (see **Section 5**) that includes steps for academic success (see **Section 6**). Please see the "Helpful Tips for Preparing Your Appeal" below prior to writing your statements.
6. When you have completed Steps 1-5, please email all your documents (the completed appeal form, personal statement, supporting documents) to: appeals@bmcc.cuny.edu. You will be scheduled to meet with a Counselor. After that meeting, your counselor will attach their remarks and provide you with the final, completed form.
7. Review all sections of the form to ensure they have all been completed and signed appropriately. Ensure that you have attached all available documentation and your personal statement.
8. Submit the completed appeal file to Registrar@bmcc.cuny.edu before the deadline.

DEADLINE

Your appeal must be received by the submission deadline listed on the [academic calendar](#) for the current term on the BMCC website. To submit the appeal by the deadline, you must begin the process by contacting your advisor at least two weeks before the submission deadline. **Aid cannot be reinstated retroactively for a prior term.**

SECTION 1: STUDENT INFORMATION

Print Name: _____ 8-digit CUNYfirst ID(EMPLID#): _____
Last, First

Street Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____ Telephone Number: _____

SECTION 2: EXTENUATING CIRCUMSTANCES

Indicate the reason(s) that have caused your academic progress to be unsatisfactory and attach relevant supporting documentation, such as physician's statements, hospitalization/treatment records, accident reports, death certificates, obituary notices, etc.

Personal illness or injury

Changing work conditions beyond your control

Death or illness of immediate family member

Change of curriculum

Personal crisis or undue hardship

Traumatic event or natural disaster

Other (please explain) _____

Student Name (Last, First): _____

The Counseling Center has prepared these guidelines to help you complete your appeal. We know this can be a challenging process and encourage you to take your time to prepare a strong case for your appeal. Following these instructions will make this process easier and SAVE YOU TIME.

HELPFUL TIPS FOR PREPARING YOUR APPEAL

For Personal Statement: A Personal Statement should include (be sure to answer **Sections 5 & 6**):

- What happened in your life during the semester(s) that affected your grades/attendance?
- How have these circumstances changed or improved so that they will no longer affect your studies?
- What will you do differently to improve your academics in the future? What resources are you going to use?

Examples include personal or immediate family illness (medical, psychological), legal, employment changes, death of an immediate family member, academic factors, etc.

For Documents: DOCUMENTATION IS REQUIRED and is evidence/proof of life circumstance(s) beyond your control that you described in your personal statement. Examples include (but are not limited to):

- a) *healthcare provider statements, proof of illness/injury, accident reports, death certificate, obituary, legal notices, proof of employment-related issues (e.g., letter from employer, pay stubs showing changes in hours), letters from community/religious leaders who know your situation.*
- b) *Letters that are submitted as documentation should be official, on letterhead/stationery, and have a signature.*
- c) *Document dates should match the time period described in your personal statement.*

Meeting with Counselor: *This is an opportunity to discuss issues related to your academic success. To best use this time, before the meeting you should have completed steps 1 through 6 as outlined at the top of this document. If you need more assistance, please email appeals@bmcc.cuny.edu*

SECTION 5: STUDENT'S PERSONAL STATEMENT

Explain in detail how the factors or circumstances you checked in **Section 2** affected your academic performance or contributed to your withdrawing from or not completing your classes. Make sure to address each semester that you did not meet minimum standards. [Attach additional sheets, if needed.]

Student Name (Last, First): _____

SECTION 6: STEPS FOR FUTURE ACADEMIC SUCCESS

Explain the changes you have made in your personal situation to ensure future academic success. Outline the specific steps you have taken to overcome any obstacles you previously faced that kept you from attaining your academic objectives. Attach evidence from individuals aware of your circumstances, if applicable (e.g., your employer, physician, psychologist, social worker, tutor, academic advisor, counselor, etc.)

STUDENT LIFE COUNSELOR'S REMARKS

Student Life Counselor's Signature Print Name Date

Student Name (Last, First): _____

Committee On Academic Standing Decision

Approval of this appeal will restore the student's eligibility for receipt of federal financial assistance for one probationary semester. Continued eligibility for the remaining term(s) of the academic year will depend on the student successfully meeting the conditions of his or her financial aid academic plan. The student's progress will be monitored after the first term covered in this appeal to ensure all probationary conditions have been and continue to be met.

Appeal Approved

Appeal Denied

Comments: _____

Committee Chairperson's Signature

Print Name

Date

Academic Plan Compliance Review
[to be completed after student completes the 1st probationary semester]

Yes, this student is successfully meeting the conditions of the academic plan in their appeal.

No, this student is not successfully meeting the conditions of the academic plan in their appeal.

If no, please explain: _____

Reviewer's Signature

Print Name

Date

The results of the initial appeal and the subsequent compliance review(s) must be reported to the Office of Financial Aid so that students whose appeals have been approved and who are successfully meeting the conditions of their academic plan may continue to receive assistance.

Students who are found not to be in compliance with their academic plan after the initial probationary semester will be placed once again on financial aid suspension. These students may submit a new appeal form with an updated academic plan after semester grades are posted. This new appeal would have to be resubmitted to and approved by the Committee on Academic Standing in order for aid eligibility for the subsequent semester(s) to be restored.