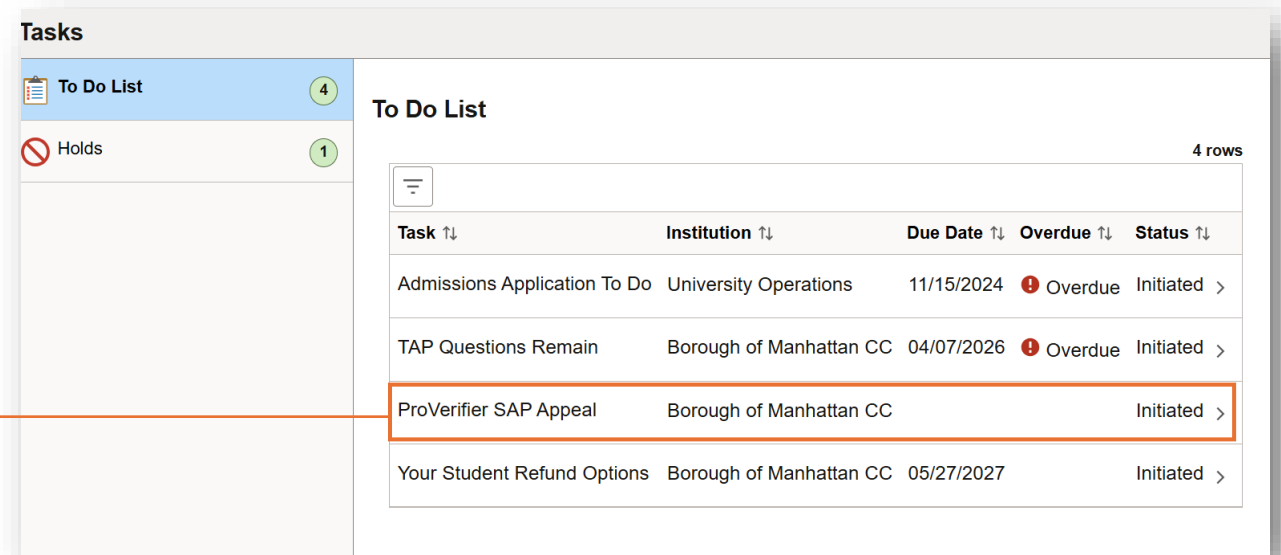




Completing the Satisfactory Academic Progress Appeal in ProEd

Log in to CUNYfirst, access your Student Center, locate your To Do List, and select the **ProVerifier SAP Appeal** checklist item.



Tasks

- To Do List (4)
- Holds (1)

To Do List 4 rows

Task ↑↓	Institution ↑↓	Due Date ↑↓	Overdue ↑↓	Status ↑↓
Admissions Application To Do	University Operations	11/15/2024	🚫 Overdue	Initiated >
TAP Questions Remain	Borough of Manhattan CC	04/07/2026	🚫 Overdue	Initiated >
ProVerifier SAP Appeal	Borough of Manhattan CC			Initiated >
Your Student Refund Options	Borough of Manhattan CC	05/27/2027		Initiated >

Once you click on the SAP checklist item, select the link provided to begin the **appeal** process.

Task Details

ProVerifier SAP Appeal

Institution Borough of Manhattan CC

Aid Year Financial Aid Year 2026-2027

Description

Contact Name Borough of Manhattan Community College

Department Panther Station - S225

Phone 212/220-1430

finaid@bmcc.cuny.edu

[Click Here for Appeal](#)

You must be making Satisfactory Academic Progress [SAP] in your program of study according to federal guidelines in order to continue receiving federal financial aid at your college. Your records indicate that you have not met one or more of the federal financial aid SAP requirements at your college of enrollment and have been placed on financial aid suspension. If there are extenuating circumstances, you may appeal the financial aid suspension, and, if your appeal is granted, begin to receive federal financial aid once again.

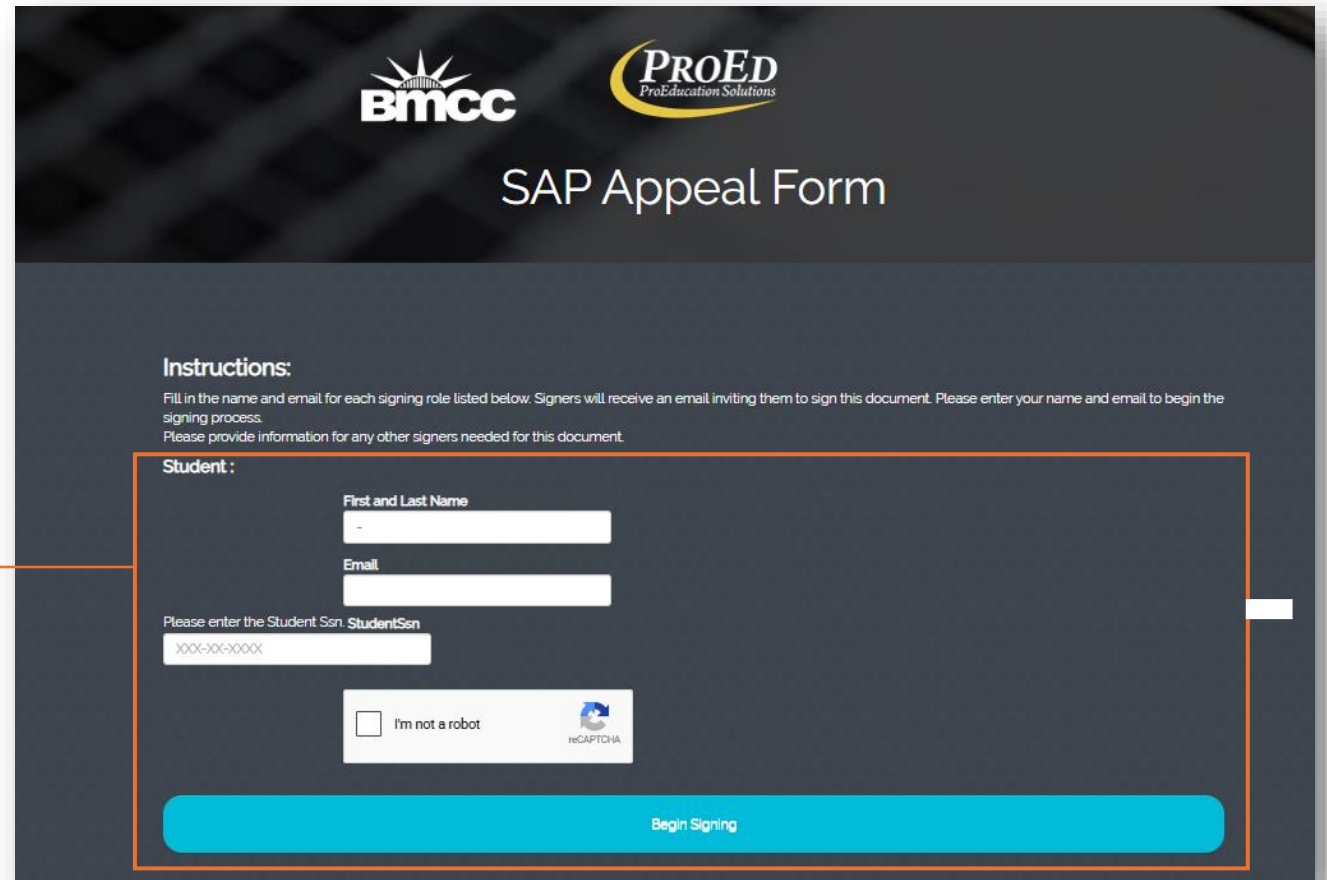
You can file your appeal using the ProVerifier+ portal. The appeal form will inform you of the deadline date to submit the appeal for consideration by your college.

Refer to your college website to learn what your options are for regaining eligibility if you choose not to appeal, or if your appeal is not granted.

Note that this review only affects your ability to receive federal financial aid. It does not have a negative impact on your ability to register for classes at the college. If you are not planning to use federal financial aid, or if you have already filed an appeal, you do not need to take any further action.

Enter your demographic information, Social Security Number and a valid email address. Please ensure the following:

- Enter your first and last name exactly as they appear on your FAFSA.
- Verify that your email address is correct and accessible. An invalid email address will prevent you from continuing the process.
- Review all information carefully before clicking **Begin Signing**.



BMCC **PROED**
ProEducation Solutions

SAP Appeal Form


Instructions:
Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.
Please provide information for any other signers needed for this document.

Student :

First and Last Name
[Text Input Field]

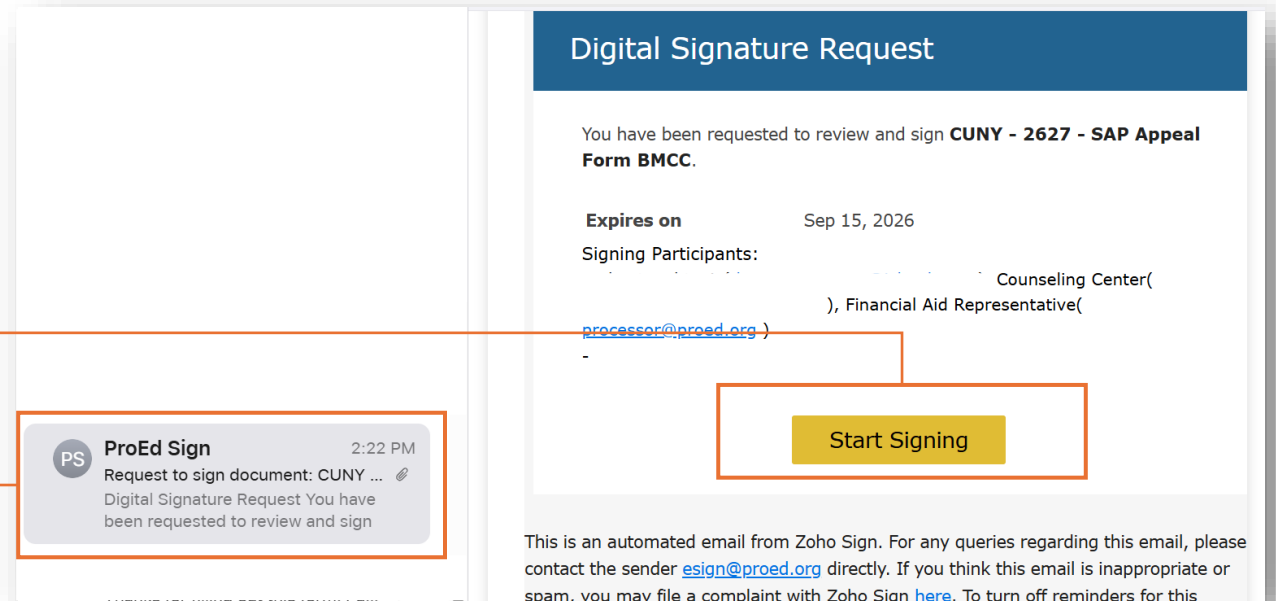
Email
[Text Input Field]

Please enter the Student Ssn. **StudentSsn**
[Text Input Field with placeholder: xxx-xx-xxxx]

I'm not a robot  reCAPTCHA

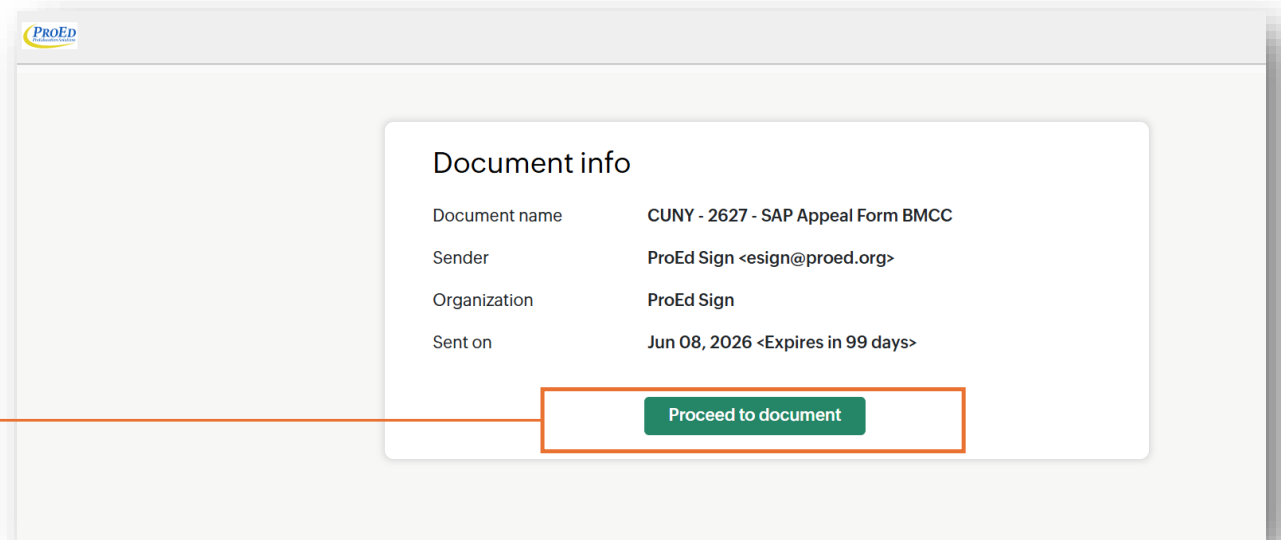
Begin Signing

Next, log in to the email account you provided and look for the **ProEd Sign** email. Then, click the **Start Signing** button to continue.



The screenshot displays an email interface. On the left, a notification bubble from 'ProEd Sign' is highlighted with an orange box. The notification text reads: 'Request to sign document: CUNY ... Digital Signature Request You have been requested to review and sign'. On the right, the main email content is visible. The header is 'Digital Signature Request'. The body text states: 'You have been requested to review and sign **CUNY - 2627 - SAP Appeal Form BMCC**.' Below this, it says 'Expires on Sep 15, 2026'. The 'Signing Participants' section lists a participant from the 'Counseling Center' with the email address 'processor@proed.org', which is also highlighted with an orange box. A yellow 'Start Signing' button is located at the bottom right of the email content area.

On this screen, click **Proceed to Document** to launch the appeal form.




Document info

Document name	CUNY - 2627 - SAP Appeal Form BMCC
Sender	ProEd Sign <esign@proed.org>
Organization	ProEd Sign
Sent on	Jun 08, 2026 <Expires in 99 days>

[Proceed to document](#)

Please read the Electronic Record & Signature Disclosure. Once you have reviewed and understood it, check the confirmation box and click **Agree & Continue.**

I confirm that I have read and understood the ["Electronic Record and Signature Disclosure"](#) and consent to use electronic records and signatures. [Agree & Continue](#) [More actions](#)


2026-2027
Academic Year

Satisfactory Academic Status Appeal (SAP)

Student's Last Name Student's First Name CUNY ID

I have read the [Federal Satisfactory Academic Progress \(SAP\)](#) policy, and I want to submit an appeal using this form.

Acceptable Circumstances for Submitting an Appeal
Supporting documentation must be submitted for each selected reason.

Circumstance	Required documentation
Death or birth in the immediate family (spouse, child, sibling, parent)	Death certificate, obituary, or birth certificate. Personal statement must include the name and relationship.
Changing work conditions beyond your control	Employer letter confirming layoff, termination, or shift change and the date of the change.
Serious illness or injury (student or immediate family member)	Statement from a physician or medical professional explaining the nature and dates of the illness or injury and ability to return to school if applicable. Personal statement explaining impact on studies.
Significant trauma, crisis, accident, or undue hardship	Third-party documentation such as a police report, court document, or letter from a physician, therapist, social worker, psychiatrist, or law enforcement official confirming the situation.
Change of curriculum – can only be used for Maximum Time Frame appeal	Explanation of excess credits and academic plan, plus supporting documentation such as new major, curriculum, or academic advising documentation.

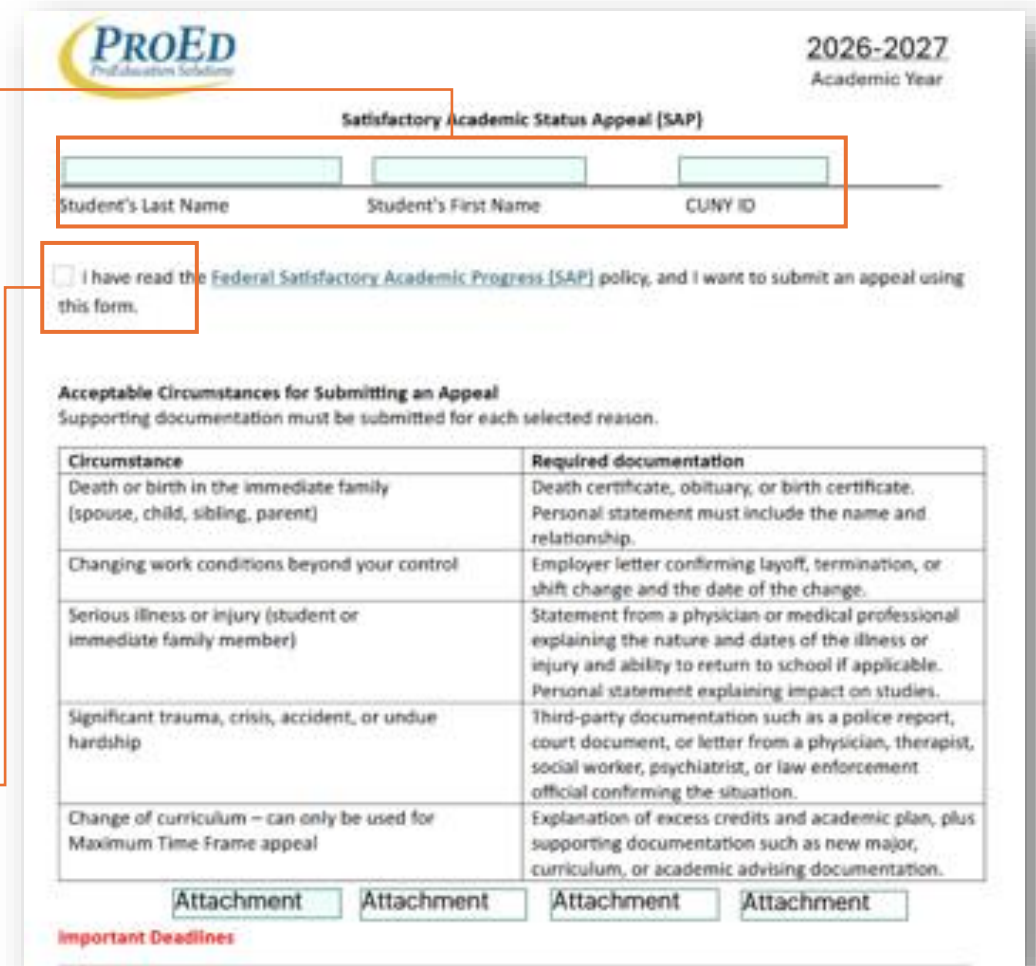
Attachment
 Attachment
 Attachment
 Attachment

Important Deadlines

Enter your **first & last name**, ensuring they match the information on your FAFSA form. Then, enter your **CUNYfirst ID**.

Note: Be sure to enter the correct ID number, as incorrect information may delay processing and prevent the form from matching your CUNYfirst account.

Review the SAP Policy. After reviewing it, **check the box** to acknowledge your review of the policy.



2026-2027
Academic Year

Satisfactory Academic Status Appeal (SAP)

Student's Last Name Student's First Name CUNY ID

I have read the [Federal Satisfactory Academic Progress \(SAP\) policy](#), and I want to submit an appeal using this form.

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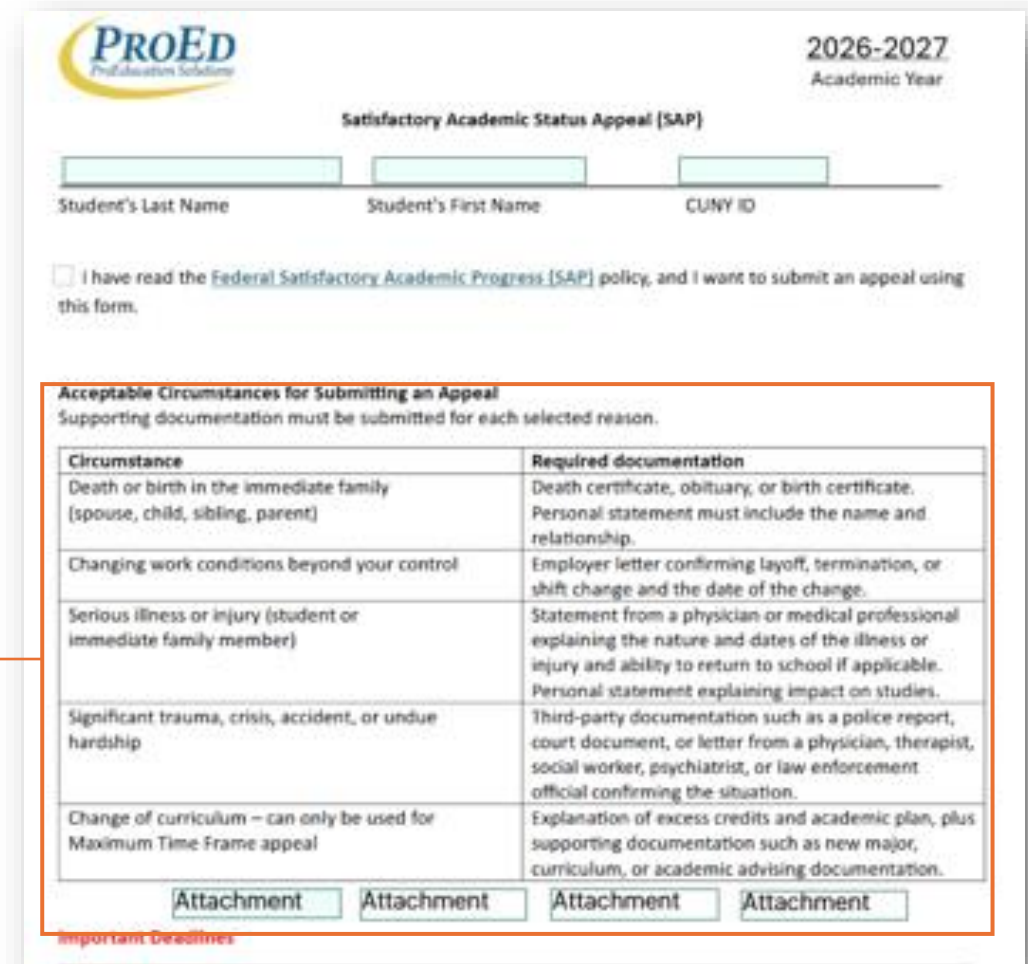
Attachment Attachment Attachment Attachment

Important Deadlines

Carefully review the circumstances and the list of acceptable documentation. This step is important, as you are required to upload supporting documentation. Once you have determined which documents you will submit, attach them using the **Attachment** option.

In this section, you must upload a copy of your ***BMCC Transcript**.

*To access your transcript, log in to CUNYfirst account & go to Student Center. Select Transcript and Verification, then View Unofficial Transcript. Choose Borough of Manhattan Community College and click Submit. Disable your pop-up blocker, download the PDF and save it to your device for upload in the appeal system.



PROED ProEducation Solutions 2026-2027
Academic Year

Satisfactory Academic Status Appeal (SAP)

Student's Last Name Student's First Name CUNY ID

I have read the [Federal Satisfactory Academic Progress \(SAP\)](#) policy, and I want to submit an appeal using this form.

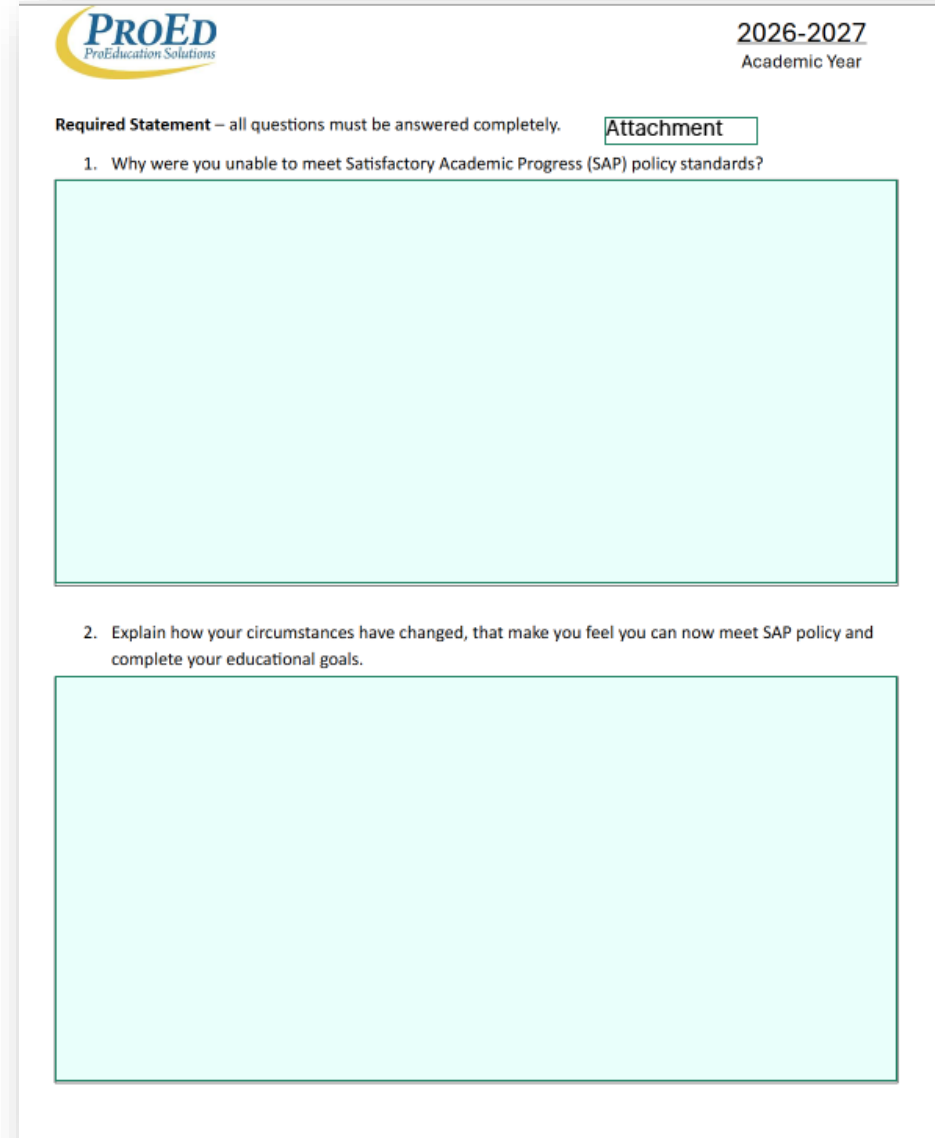
Acceptable Circumstances for Submitting an Appeal	
Supporting documentation must be submitted for each selected reason.	
Circumstance	Required documentation
Death or birth in the immediate family (spouse, child, sibling, parent)	Death certificate, obituary, or birth certificate. Personal statement must include the name and relationship.
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Attachment Attachment Attachment Attachment

[Important Deadlines](#)

The following page will prompt you to provide your personal statement. In **Question 1**, you will need to explain to the committee the reason(s) you were unable to meet Satisfactory Academic Progress (SAP) requirements. Please provide a detailed explanation.

Question 2 asks you to explain how your circumstances have changed since the time you were unable to meet SAP requirements. Describe the changes that have occurred, why these changes will help you improve your academic performance and how they will enable you to meet SAP requirements and successfully achieve your educational goals.



 2026-2027
Academic Year

Required Statement – all questions must be answered completely. Attachment

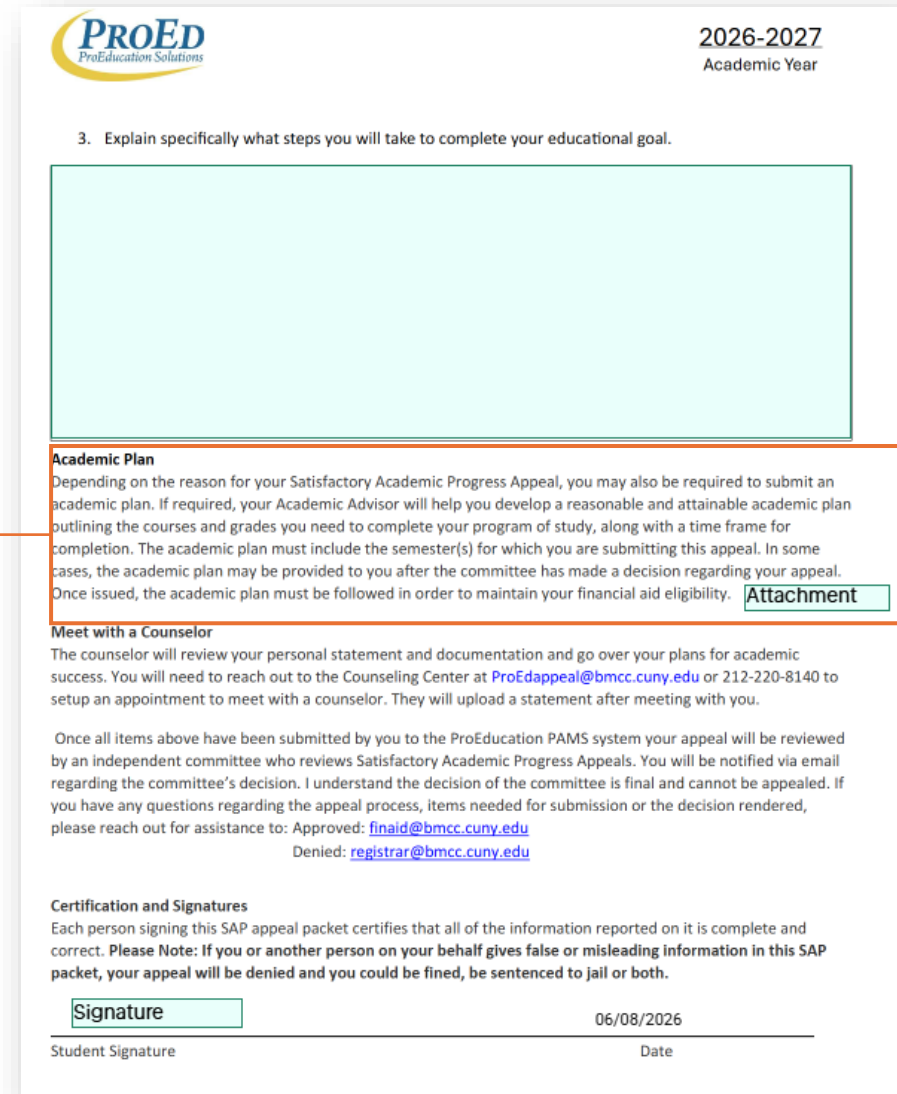
1. Why were you unable to meet Satisfactory Academic Progress (SAP) policy standards?

2. Explain how your circumstances have changed, that make you feel you can now meet SAP policy and complete your educational goals.

Question 3 asks you to outline your academic plan. Describe the specific actions and strategies you will use to stay on track and successfully complete your educational goal.

Next, you will need to upload a copy of your **Academic Plan**. Please ensure that you submit the correct plan for the semester in which you are enrolled. If you have an assigned academic advisor or are a student in the College Discovery (CD), ASAP or BMCC Learning Academy (BLA) program, please contact your assigned advisor for assistance.

If you are not enrolled in a cohort program and do not have an assigned academic advisor, please email the Academic Advisement & Transfer Center at TitleIV@bmcc.cuny.edu. An advisor will be assigned to assist you with completing the required SAP Academic Plan.



PROED
ProEducation Solutions

2026-2027
Academic Year

3. Explain specifically what steps you will take to complete your educational goal.

Academic Plan
Depending on the reason for your Satisfactory Academic Progress Appeal, you may also be required to submit an academic plan. If required, your Academic Advisor will help you develop a reasonable and attainable academic plan outlining the courses and grades you need to complete your program of study, along with a time frame for completion. The academic plan must include the semester(s) for which you are submitting this appeal. In some cases, the academic plan may be provided to you after the committee has made a decision regarding your appeal. Once issued, the academic plan must be followed in order to maintain your financial aid eligibility. [Attachment](#)

Meet with a Counselor
The counselor will review your personal statement and documentation and go over your plans for academic success. You will need to reach out to the Counseling Center at ProEdappeal@bmcc.cuny.edu or 212-220-8140 to setup an appointment to meet with a counselor. They will upload a statement after meeting with you.

Once all items above have been submitted by you to the ProEducation PAMS system your appeal will be reviewed by an independent committee who reviews Satisfactory Academic Progress Appeals. You will be notified via email regarding the committee's decision. I understand the decision of the committee is final and cannot be appealed. If you have any questions regarding the appeal process, items needed for submission or the decision rendered, please reach out for assistance to: Approved: finaid@bmcc.cuny.edu
Denied: registrar@bmcc.cuny.edu

Certification and Signatures
Each person signing this SAP appeal packet certifies that all of the information reported on it is complete and correct. **Please Note: If you or another person on your behalf gives false or misleading information in this SAP packet, your appeal will be denied and you could be fined, be sentenced to jail or both.**

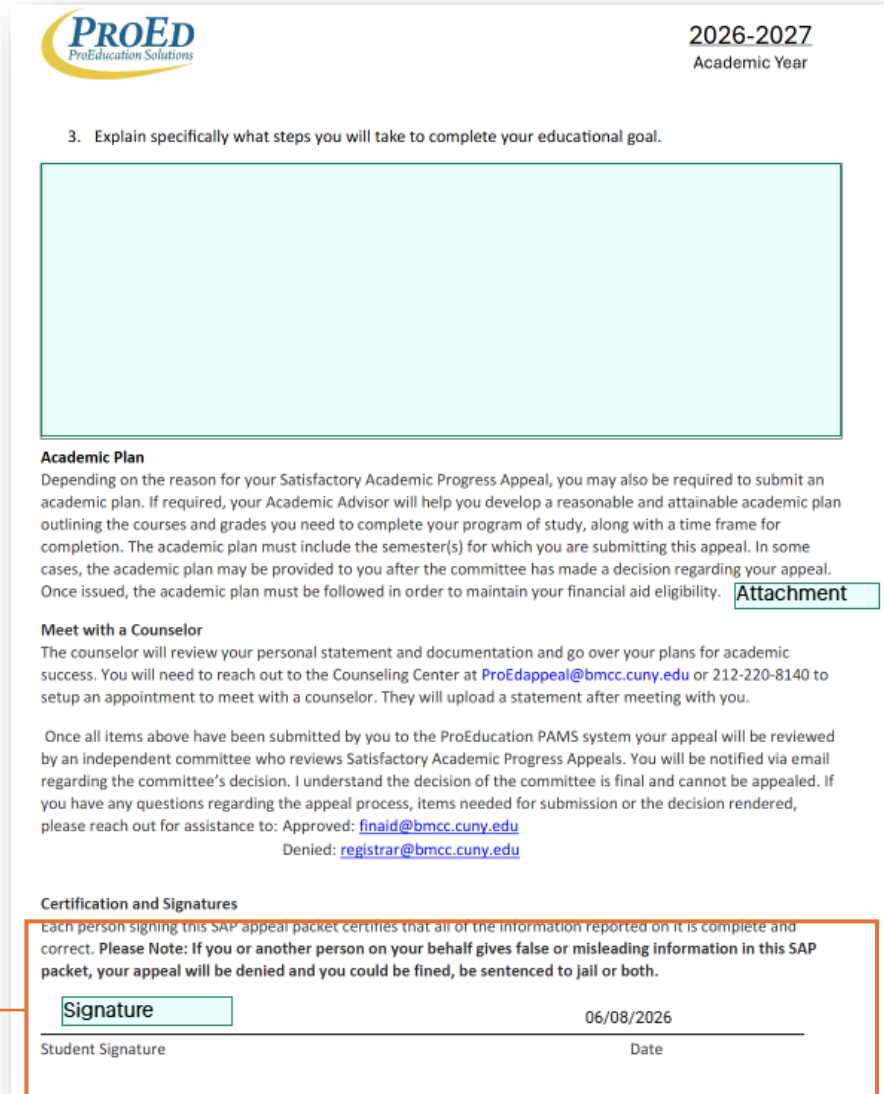
Signature 06/08/2026

Student Signature Date

Once you have completed all of the previous steps, you will need to electronically sign the form. Before doing so, please ensure the following:

- You have entered your correct first & last name, as well as your EMPLID.
- You have uploaded all required supporting documents, including your BMCC transcript.
- You have answered all three questions thoroughly and in detail.
- You have uploaded the correct Academic Plan for the semester you are appealing.

After confirming that you have completed all of these steps, you may **electronically sign** and submit the form.



PROED
ProEducation Solutions

2026-2027
Academic Year

3. Explain specifically what steps you will take to complete your educational goal.

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Signature	06/08/2026
Student Signature	Date

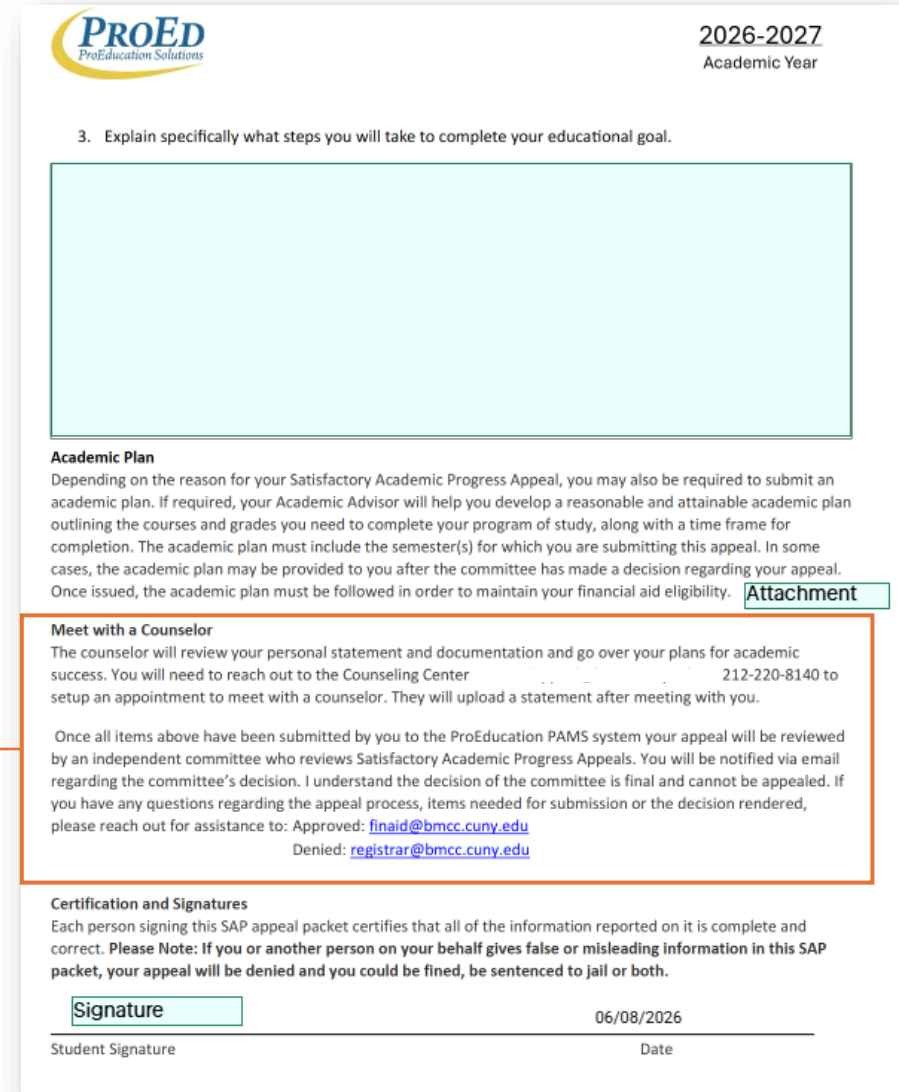
What's Next?

Although you have submitted your appeal through our web portal, the process is not complete until you finish the final step.

You must schedule an appointment with the Counseling Center. During your appointment, a counselor will review your case and upload their remarks to your appeal.

Once the counselor's remarks have been submitted, the Registrar's Office will review your appeal to verify that all required documentation has been uploaded and that the appeal is complete. If any information is missing or additional documentation is needed, a staff member will return the appeal for revision. If this occurs, please carefully review the revision request and follow the instructions provided.

To schedule an appointment with the **Counseling Center**, please call 212-220-8140 between 9:00 a.m. and 5:00 p.m.



PROED
ProEducation Solutions

2026-2027
Academic Year

3. Explain specifically what steps you will take to complete your educational goal.

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Signature _____ **06/08/2026**
Student Signature _____ Date

SAP Appeal Process Recap

You have reached the end of the SAP Appeal process. Please review the steps below to ensure your appeal has been completed successfully:

- Access your SAP Appeal by logging into your CUNYfirst account, selecting the ProVerifier SAP Appeal checklist, and clicking the link provided.
- Enter your correct demographic information and email address to receive access to the appeal form.
- Complete the appeal form by entering your first name, last name, and CUNYfirst EMPLID.
- Upload all required supporting documentation.
- Upload a copy of your BMCC transcript.
- Upload the appropriate Academic Plan for the semester in which you are appealing.
- Provide detailed responses to Questions 1, 2, and 3.
- Electronically sign and submit your SAP Appeal.
- Schedule and attend an appointment with the Counseling Center.

What Happens Next?

Once all required steps have been completed, your appeal will be reviewed by the SAP Appeals Committee. The committee will evaluate your submission and determine the outcome of your appeal. Please check your email regularly, as all updates and the final decision regarding your appeal will be sent through an automated email notification system.