



## Instructions for Title IV Financial Aid Appeal:

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.

(Check-off Boxes are to help you keep track.)

### 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):

- 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.*
- Letters that are submitted as documentation should be official, on letterhead/stationery, and have a signature.*
- 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, come prepared with your completed appeal form, your statement, and copies of your documents.*

- Step 1:** Obtain the APPEAL FORM. **Read** the form and fill out your name, address, etc.
- Step 2:** Write and bring a typed copy of your PERSONAL STATEMENT (Section 5) and STEPS FOR FUTURE ACADEMIC SUCCESS (Section 6). See above HELPFUL TIPS.
- Step 3:** Make copies of your documents that support your statement. See above HELPFUL TIPS.
- Step 4:** Come to the Counseling Center (S-343) to discuss your appeal with a counselor.
- Step 5:** Go to Advisement (S-108) to complete page 2 of Title IV appeal (if not already done).
- Step 6:** Take completed appeal form to the Registrar (S-315).

Your appeal will be reviewed by the Committee on Academic Standing. The Committee will make a decision and notify you by email. Please note that submission of this appeal form does NOT guarantee approval.

If your appeal is approved, you will receive federal financial aid for the terms covered by this appeal, subject to your meeting the terms and conditions of your financial aid academic plan. If your appeal is denied, you are not eligible for federal student aid and will need to use alternative financial resources to pay for your education.



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

1. Complete **Sections 1-3** of this appeal and collect appropriate supporting documentation.
2. Meet with an Academic Advisor in the **Academic Advisement and Transfer Center (S-108)** to complete the Financial Aid Academic Plan in **Section 4**. Sign the Student Certification and have the Advisor sign the Academic Advisor Certification at the bottom of page 2.
3. On separate paper, type your responses to **Section 5: Student's Personal Statement** and **Section 6: Steps for Future Academic Success**. Once your statements are complete, meet with a Student Life Counselor in the **Counseling Center (S-343)**. The Student Life Counselor will add any additional comments and sign the bottom of page 3. Your appeal cannot be accepted without a Student Life Counselor's signature.
4. Submit your appeal and all the supporting documents to the **Registrar's Office (S-315)**. Make sure the Registrar's representative gives you a copy of your Financial Aid Academic Plan.
5. Your appeal will be reviewed by the **Committee on Academic Standing**, which will render a decision and send you a notification. Please note that submission of this appeal form does not guarantee approval.
6. If your appeal is approved, you will receive federal financial aid for the terms covered by this appeal, subject to your meeting the terms and conditions of your financial aid academic plan. If your appeal is denied, you are not eligible for federal student aid and will need to use alternative financial resources to pay for your education.

### DEADLINE

Your appeal must be received by the indicated date of the semester for which you are requesting assistance [September 15<sup>th</sup> for the Fall semester and February 15<sup>th</sup> for the Spring semester]. **Aid cannot be reinstated retroactively for a prior term.**

### SECTION 1: STUDENT INFORMATION

Print Name: \_\_\_\_\_ CUNYfirst ID#: \_\_\_\_\_  
*Last* *First*

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### SECTION 2: REASON FOR FINANCIAL AID SUSPENSION

Please check all that apply:

I have not met the college's minimum retention standard based on my cumulative GPA and have been placed on academic probation or special probation.

I have exceeded the maximum credit hour limit (that is, I have attempted more than 150% of the credits normally required for my degree).

My cumulative rate of completion is below the required pace of progression standard.

### SECTION 3: 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): \_\_\_\_\_

Registrar: Give student a time-stamped photocopy of this page when the Title IV appeal is submitted.

**SECTION 4: FINANCIAL AID ACADEMIC PLAN**

Meet with an Academic Advisor and develop a reasonable and attainable financial aid academic plan outlining the courses you need to complete your program of study and a time-frame for completion. The plan should cover the terms in which you intend to enroll within the current academic year. The emphasis should be on those courses you need to complete your program of study and further your academic objectives. It is not necessary that you complete your program within the current academic year as long as substantive progress toward program completion is achieved.

Degree/Major: \_\_\_\_\_ Current Cum. GPA: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

**Academic Plan Summer Session(s):** \_\_\_\_\_

Course Number	Course Title	Credit Hours

**Academic Plan Fall Semester:** \_\_\_\_\_

Course Number	Course Title	Credit Hours

**Academic Plan Winter/Spring Semester:** \_\_\_\_\_

Course Number	Course Title	Credit Hours

Advisor Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Certification**

I agree to abide by the terms and conditions of this financial aid academic plan as set forth by my Academic Advisor. I understand that my progress will be monitored each semester and that failure to comply with these conditions will result in the immediate suspension of my financial aid awards for the term(s) covered by this appeal.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Academic Advisor Certification**

I approve this financial aid academic plan, which, if followed, will assist the student in reaching program completion or an academic standing acceptable for BMCC's graduation requirements.

\_\_\_\_\_  
Academic Advisor'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 1<sup>st</sup> probationary semester]**

Yes, this student is successfully meeting the conditions of the financial aid academic plan.

No, this student is not successfully meeting the conditions of the financial aid academic plan.

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.