

Revised Title IV Instructions Spring 2020

Due to the college's shift to remote services for the remainder of the Spring 2020 semester, below are the revised instructions for submitting a Title IV Financial Aid Appeal.

1. Reach out to your assigned academic advisor and let them know that you would like to file a Title IV Financial Aid Appeal. If you do not have an assigned advisor, please contact TitleIV@bmcc.cuny.edu.
2. Complete **Sections 1-3** of the Title IV Financial Aid Appeal form.
3. Your advisor will complete and email a financial aid academic plan (see **Section 4**) to you and will ask you to review it. If you have concerns about the plan, communicate them to your advisor. If you agree with the plan, your advisor will e-sign the second page of the Title IV form and send you an electronic copy. You must also e-sign the second page under "Student Certification". You e-sign by typing your name into the appropriate field.
4. 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" included in the electronic Title IV form.
5. Contact the counseling department at CounselingCenter@bmcc.cuny.edu to schedule a time to speak with a counselor. Attach all documentation (see **Section 6**) and your statement.
6. After your meeting, your counselor will email you the completed third page.
7. Email the completed Title IV form along with all documentation and your statement to registrar@bmcc.cuny.edu.

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.

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.



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 **Panther Station (S-225)**.

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 **Panther Station (S-225)**. Make sure the Panther Station'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 15th for the Fall semester and February 15th 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.

- | | |
|--|---|
| <input type="checkbox"/> Personal illness or injury | <input type="checkbox"/> Changing work conditions beyond your control |
| <input type="checkbox"/> Death or illness of immediate family member | <input type="checkbox"/> Change of curriculum |
| <input type="checkbox"/> Personal crisis or undue hardship | <input type="checkbox"/> Traumatic event or natural disaster |
| <input type="checkbox"/> 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): _____

SECTION 5: STUDENT'S PERSONAL STATEMENT

Explain in detail how the factors or circumstances you checked in **Section 3** 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.]

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 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.