



Instructions for Appeals: *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.*

Please choose the type of appeal you need and follow the instructions below
BEFORE meeting with a Counselor.
(Check-off Boxes are to help you keep track.)

HELPFUL TIPS FOR PREPARING YOUR APPEAL

For Personal Statement: A Personal Statement should include:

- 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, come prepared with your completed appeal form, your statement, and copies of your documents.*

Reinstatement Appeal--If You Have an Academic Dismissal

- 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**. 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:** Take **completed appeal form** to the **Registrar (S-315)**.
- Step 6:** If you use Financial Aid, you must also file a Title IV (four) Appeal.

Withdrawal After Deadline--If You Want to Drop a Current Class

- 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**. See **HELPFUL TIPS** box, page 1. Specifically include:
 - What is happening in your life this semester that is affecting your grades/attendance?
 - Why were you unable to withdraw before the deadline?
- Step 3:** Make **copies of your documents** that support your statement. See **HELPFUL TIPS** box, page 1.
- Step 4:** Come to the **Counseling Center (S-343)** to discuss your appeal with a counselor.
- Step 5:** Get the **professor's signature** on the appeal form.
- Step 6:** Take **completed appeal form** to the **Registrar (S-315)**.

Grade Appeal--If You Are Appealing a Failed Grade (F, WU, FIN, R)

- 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**. See **HELPFUL TIPS** box, page 1. Specifically include what happened in your life during the semester(s) that affected your grades/attendance in the course(s) under consideration.
- Step 3:** Make **copies of your documents** that support your statement. See **HELPFUL TIPS** box, page 1.
- Step 4:** Come to the **Counseling Center (S-343)** to discuss your appeal with a counselor.
- Step 5:** Get the **professor's signature** on the appeal form (if the professor is no longer with the college, the Chair of the department may sign on the professor's behalf).
- Step 6:** Take **completed appeal form** to the **Registrar (S-315)**.

ONCE A DECISION HAS BEEN MADE BY THE COMMITTEE ON ACADEMIC STANDING, THE REGISTRAR'S OFFICE WILL NOTIFY YOU BY EMAIL.

AN INCOMPLETE APPEAL FORM WILL NOT BE CONSIDERED BY THE COMMITTEE ON ACADEMIC STANDING.

NO APPEAL WILL BE PROCESSED WITHOUT THE SIGNATURE OF THE STUDENT AND THE SIGNATURE OF A COUNSELOR IN THE COUNSELING CENTER (ROOM S343).



APPEAL TO THE COMMITTEE ON ACADEMIC STANDING

Office of the Registrar

Borough of Manhattan Community College
The City University of New York
www.bmcc.cuny.edu
199 Chambers Street, S315
New York, NY 10007-1097
tel. 212 220-1290
fax. 212 220-1254

8-digit CUNYfirst ID or 9-digit Social Security Number: _____

Last Name First Name Phone

Address (include apartment number if applicable) City State Zip

Email Address _____

REASON FOR THE APPEAL:

Withdraw after the official deadline. Please list courses & semester(s).

Review of earned grade(s) - (F, FAB, FIN, FPN, R, U, and WU). Please list courses & semester(s).

Reinstatement on Special Probation. Indicate semester you were academically dismissed:

What is the basis for your appeal: How did the situation occur? **Please attach a statement.**

Student Signature _____ Date _____

PLEASE NOTE: EVERY APPEAL FORM MUST BE SIGNED BY A COUNSELOR IN THE COUNSELING CENTER (S-343) BEFORE IT CAN BE ACTED UPON. THE SIGNATURE MEANS THAT THE COUNSELOR HAS EXPLAINED AND HELPED YOU WITH THE APPEAL PROCEDURE.

Statement by Counselor _____

Student Life Counselor Signature _____ Date _____

PLEASE INITIAL YOUR DECISION(S) AND LIST REMARKS	
____ GRANTED	____ SPECIAL PROBATION FOR _____
____ DENIED	____ DOCUMENTATION REQUESTED _____ REFERRED TO _____
REMARKS (including notation of partial action to be taken) _____	
Committee Chair Signature _____	Date _____

INSTRUCTOR'S SUPPLEMENT TO APPEAL

Student's Last Name

Student's First Name

Student's 8-digit CUNYfirst ID or 9-digit SSN

The above mentioned student is appealing to the Committee on Academic Standing for a Withdrawal after the deadline. The student has presented reasons (and has produced documentation) to support this request. Please be aware that the grade of "W" will not be considered by the Committee on Academic Standing without your approval. On the other hand, even if you agree to a "W" the Committee must still decide whether a "W" is warranted.

- A. Please indicate in the appropriate column whether or not you agree that the student should receive a grade of "W".
- B. It would be very helpful to the Committee on Academic Standing if you add comments/reasons in support of your decision and provide the student's last date of attendance.
- C. If Chair or Deputy Chair is signing in lieu of the instructor, please indicate the reason in the comments/reasons section.

Course/Section #1	Term/Year	Instructor Name	Agree (Yes/No)	Last Date of Attendance	Signature
Comments/Reasons:					
Course/Section #2	Term/Year	Instructor Name	Agree (Yes/No)	Last Date of Attendance	Signature
Comments/Reasons:					
Course/Section #3	Term/Year	Instructor Name	Agree (Yes/No)	Last Date of Attendance	Signature
Comments/Reasons:					
Course/Section #4	Term/Year	Instructor Name	Agree (Yes/No)	Last Date of Attendance	Signature
Comments/Reasons:					
Course/Section #5	Term/Year	Instructor Name	Agree (Yes/No)	Last Date of Attendance	Signature
Comments/Reasons:					