

## 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 the form with sections 1-2 completed. If you do not have an assigned advisor, please contact <u>TitleIV@bmcc.cuny.edu</u>, 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" prior to writing your statements.
- 6. Contact the Counseling Center at <a href="mailto:Appeals@bmcc.cuny.edu">Appeals@bmcc.cuny.edu</a> to schedule a time to speak with a counselor. Attach the appeal form with sections 1-4 completed, all documentation (see **Section 6**) and your personal statement.
- 7. After the meeting, your counselor will attach their remarks and provide you with the completed form.
- 8. 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.
- 9. Submit the form and all attachments to <a href="Registrar@bmcc.cuny.edu">Registrar@bmcc.cuny.edu</a> before the deadline.

## **DEADLINE**

Your appeal must be received by the submission deadline listed on the <u>academic calendar</u> 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-digi	8-digit CUNYfirst ID(EMPLID#):			
	Last, First					
Street Addres	ss:	_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.						
Perso	onal illness or injury		Changing work conditions beyon	nd your control		
Death	n or illness of immediate family member		Change of curriculum			
Perso	onal crisis or undue hardship		Traumatic event or natural disas	ter		
Other	r (please explain)					

Student Name (Last, First):	Registrar: Give student a time-stamped photocopy of this page when the Title IV appeal is submitted.						
SECTION 3: 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 4: 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 timeframe for completion. The plan should cover the semesters 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.							
	Academic Advisor Certificatio	n					
This Title IV Appeal is for the Fall	Spring Summer	semester.					
I approve the attached academic plan, which, if followed, will assist the student in reaching program completion and an academic standing acceptable for BMCC's graduation requirements.							
Advisor's Signature	Print Advisor's Name	Date					
Student Certification							
I agree to abide by the terms and conditions of this academic plan as set forth by my Academic Advisor. I confirm that the semester given above is the semester for which I wish to receive financial aid. 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 semester covered by this appeal.							

Sign below by typing your name and date into the appropriate fields. Student's Signature Date

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.
<ul> <li>HELPFUL TIPS FOR PREPARING YOUR APPEAL</li> <li>For Personal Statement: A Personal Statement should include (be sure to answer Sections 5 &amp; 6):         <ul> <li>What happened in your life during the semester(s) that affected your grades/attendance?</li> <li>How have these circumstances changed or improved so that they will no longer affect your studies?</li> <li>What will you do differently to improve your academics in the future? What resources are you going to use?</li> </ul> </li> <li>Examples include personal or immediate family illness (medical, psychological), legal, employment changes, death of an immediate family member, academic factors, etc.</li> <li>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):         <ul> <li>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.</li> </ul> </li> </ul>
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 submitted your completed appeal form, your statement, and copies of your documents to appeals@bmcc.cuny.edu
SECTION 5: STUDENT'S PERSONAL STATEMENT
Explain in detail how the factors or circumstances you checked in <b>Section 2</b> 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 mee minimum standards. [Attach additional sheets, if needed.]

SECTION 6: STEPS FOR FUTURE ACA	ADEMIC SUCCESS			
you have taken to overcome any obstacle	es you previously faced that kept you circumstances, if applicable (e.g., you	e academic success. Outline the specific steps from attaining your academic objectives. Attach r employer, physician, psychologist, social		
STUDENT LIFE COUNSELOR'S REM	ARKS			
Student Life Counselor's Signature	Print Name	Date		

Student Name (Last, First):

Student Name (Last, First):						
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.						