



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.*

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):

- 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.*

STEPS FOR CAS APPEALS: Dismissal, Withdrawal after Deadline, or Failing Grades

If you have been academically dismissed from BMCC OR are Withdrawing from a class after the Deadline OR Appealing a failing grade:

Step 1: Complete the CAS form below. Save it as a pdf (instructions [HERE](#))

Step 2: Write a personal statement and gather documentation (see "Helpful Hints" above). Save your personal statement and supporting documentation as a PDF file (link above)

Step 3: When you have completed Steps 1-2, please upload the appeal form, your statement and supporting documents here: [BMCC Appeal](#). You will be given an appointment to meet with a counselor.

Step 4: After meeting with a counselor and you have a fully-completed appeal, submit your appeal by emailing it to registrar@bmcc.cuny.edu

NOTE: Your appeal is **not submitted until you**, the student, email the completed appeal to the Registrar.

When you click on the link you will be asked to sign in to Microsoft Office 356 using your CUNYfirst login (e.g. firstname.lastname##00@login.cuny.edu). Please have your CUNYfirst login information (username and password) ready

Once the Committee on Academic Standing (CAS) makes their decision, the Registrar's office will notify you by email. Incomplete appeals will not be considered by the CAS. No appeal will be processed without a student and counselor signature.



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:					