

2017-2018 Title IV Satisfactory Academic Progress Appeal

Steps to File a Title IV Appeal:

1. Complete Sections 1-4 of this Appeal form and submit it to the Office of Financial Services along with **supporting documentation**. The Appeal will only be considered if there are **extenuating** circumstances explaining why you have failed to meet the college's Satisfactory Academic Progress Standards. The Standards are listed on the Office of Financial Services website under "Requirements for Federal Aid", and published in the college catalog.

Processing time is approximately 10 business days.

- 2. Your appeal will be reviewed by the Satisfactory Academic Progress Appeals committee which will render a decision and send you a notification by mail of their decision. Please note that submission of this appeal form does not guarantee approval.
- 3. If your appeal is approved, you will be on financial aid probation for the semester covered by the appeal and can receive financial aid. If the committee determines that you cannot meet the SAP standards by the end of the semester, you will be placed on an Academic Plan. You will only be able to receive federal financial aid if you continue to meet the terms and conditions of your 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.

Print Name: Last First CUNYfirst ID #:_____ Street Address: ______ City: _____ *Campus E-mail Address: ______ *NOTE: COMMUNICATIONS SENT VIA EMAIL WILL BE SENT TO YOUR CAMPUS EMAIL ADDRESS. **PLEASE PROVIDE A VALID PHONE NUMBER WHERE WE CAN CONTACT YOU IF NECESSARY. **Phone Number: _____ - _______

DEADLINE!

Your appeal must be submitted within two weeks of notification that you are not meeting the Academic Progress Standards



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, notarized letters, work- related documentation etc. **Documentation of extenuating circumstances is required.** Check all that apply.

Extenuating Circumstances Required Documentation ☐ Personal Illness or injury Letter from Health Care Provider from whom *Detailed written statement from the student you received treatment. ☐ Death or Illness of immediate family member Death certificate or letter from Health Care (mother, father, sibling(s), stepparent, etc.) Provider if family member is ill * Detailed written statement from the student ☐ Personal Crisis or undue hardship **Notarized letter of explanation from parent Detailed written statement from student if they *severe personal or family problems *financial or personal catastrophe are independent. ☐ Work conditions beyond your control Letter from manager/supervisor on company *Detailed written statement from student letterhead or **notarized letter from mgr./supv. Explaining work-related changes ☐ Involuntary call to active Military Duty Military documents ☐ Change of Curriculum or return for a second Change of curriculum explanation *Detailed written statement from student degree or certificate ☐ Traumatic event or natural disaster Attach supporting documentation *Detailed written statement from student (fire, flood etc.) ☐ Other circumstances than above Detailed explanation and provide supporting *Detailed written statement from student **notarized letter from parent *Supporting documentation

Other supporting documentation: Police reports, letters of support from counselor or therapist, etc. **A notarized letter is a typed or written correspondence to a person or organization that has been stamped by a notary.



SECTION 3: Student's Personal Statement

Explain in detail how the circumstances you checked in Section contributed to your withdrawing from or not completing your cl	asses. Make sure to address each semester tha
you did not meet the minimum standards. (Attach additional she	eets if necessary).
SECTION 4: Steps for Future Academic Success	
Explain the changes you have made in your personal situation to specific steps you had to overcome, and any obstacles you previ academic objectives. Attach evidence from individuals aware of employer, physician, psychologist, social worker, tutor, academ	ously faced that kept you from attaining your f your circumstances, if applicable (e.g. your
Student's Signature	 Date



For Office Use Only

☐ Appeal Approved ☐ Appeal Approved with Academic	Plan		
Appeal Denied			
Comments:			
Committee Chairperson's Signature	Print Name	 Date	