

2014-2015 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**. Appeal will only be considered if there are **extenuating** circumstances explaining why you have failed to meet the college's Satisfactory Academic Progress Standards listed on the Office of Financial Services website (www.qcc.cuny.edu/financialaid) 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.

SECTION 1: Student Information

Print Name: _____

Last

First

Cunyfirst ID #: _____ - _____

Street Address: _____

City: _____

State: _____

Zip: _____

Campus E-mail Address: _____

***Note: Communications sent via email will be sent to your campus email address.**

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, etc...

Documentation of extenuating circumstances is required.

- ☐ Personal Illness or injury
- ☐ Death or Illness of immediate family member
- ☐ Personal Crisis or undue hardship
- ☐ Changing work conditions beyond your control
- ☐ Change of Curriculum
- ☐ Traumatic event or natural disaster.
- ☐ Other (Please explain): _____

SECTION 3: Student's Personal Statement

Explain in detail how the factors or circumstances you checked in Section 2 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 the minimum standards. (Attach additional sheets if necessary).

SECTION 4: Steps for Future Academic Success

Explain the changes you have made in your personal situation to ensure future academic success. Outline specific steps you had 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's Signature

Date

For Office Use Only

- ☐ Appeal Approved
- ☐ Appeal Approved with Academic Plan
- ☐ Appeal Denied

Comments: _____

Committee Chairperson's Signature

Print Name

Date