



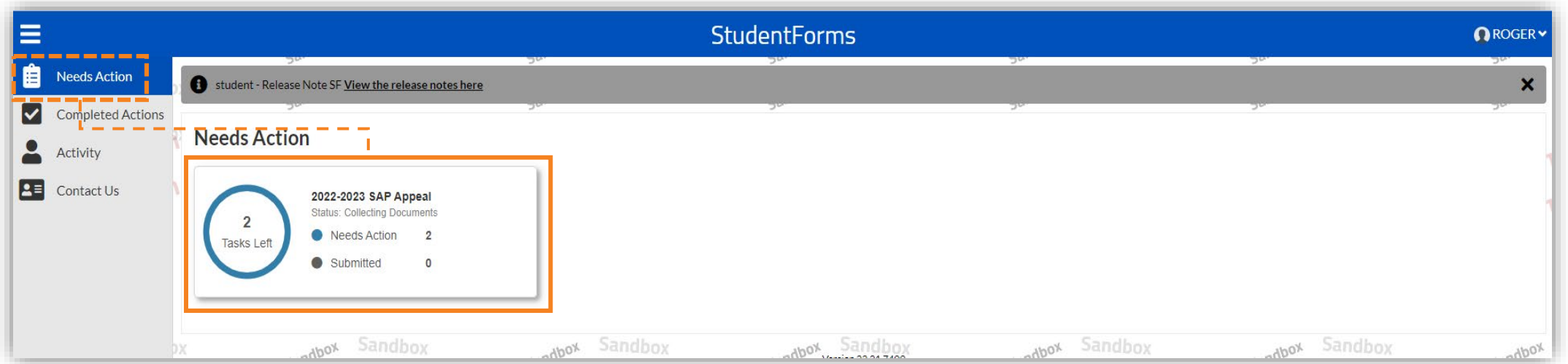
INSTRUCTIONS ON HOW TO COMPLETE YOUR FINANCIAL AID SAP APPEAL

After successfully creating your [CUNY Student Forms Account](#) you can view all SAP Appeal Tasks on the main landing page of the portal.

How to complete/submit your Financial Aid SAP Appeal



- Click on the **Needs Action** tab follow by the **SAP Appeal Tab**



How to complete/submit your Financial Aid SAP Appeal



- Upload a copy of your **Academic Plan** developed with your academic advisor then click the submit button

Below is the list of items the Financial Aid Office needs you to complete for the satisfactory academic progress appeal process. Click on any section to view the detailed list of requirements.

Additional Info: CUNY SAP Academic Plan - BMC

Please upload a copy of the academic plan developed with your academic advisor.

Please complete the SAP appeal.

Appeal Status: Open

Upload CUNY SAP Academic Plan - BMC

Upload

Submit

How to complete/submit your Financial Aid SAP Appeal



- Upload a copy of your **BMCC Unofficial Transcript** then click the submit button

A screenshot of a web application interface for submitting a financial aid appeal. The interface is primarily blue and white. At the top, there is a blue header bar with a white downward arrow icon and the text "Additional Info: Unofficial BMCC Transcript". Below this, there is a white text area with instructions: "Upload a copy of your BMCC unofficial transcript. To access your transcript, login to CUNYfirst at <https://home.cunyfirst.cuny.edu> then go to Student Center. Select Transcript and Verification. Click on View Unofficial Transcript then select Borough of Manhattan Community College and hit Submit. Make sure your pop-up blocker is turned off. Save your pdf transcript in your local drive to upload in the appeal system to complete this task." Below the instructions are two blue horizontal bars. The first contains a white speech bubble icon and the text "Please complete the appeal." The second contains the text "Appeal Status: Open". Below these bars is a white area with a red circular icon containing a white document symbol and the text "Upload Unofficial BMCC Transcript" followed by a small information icon. A dashed orange line starts from the top-left corner of this area and points to a white "Upload" button with an upward arrow icon, which is enclosed in a solid orange rectangular box. At the bottom right of the interface is a blue "Submit" button.

Note: To access your transcript, login to CUNYfirst at <https://home.cunyfirst.cuny.edu> then go to Student Center then select Transcript and Verification. Click on View Unofficial Transcript then select Borough of Manhattan Community College and hit submit.

How to complete/submit your Financial Aid SAP Appeal



- Initiate the **SAP Appeal** web form by clicking the Fill Out button

The screenshot displays the "2023 - 2024 SAP Appeal" web form interface. At the top, there is a notification bar stating "One or more new tasks have been added. 05/04/2023 10:57:33 AM". Below this, a message reads: "Below is the list of items the Financial Aid Office needs you to complete for the satisfactory academic progress appeal process. Click on any section to view the detailed list of requirements." A "Notification History" link is visible in the top right corner.

The main content area lists four items:

- Additional Info: Counselor Statement - CUNY-BMC
- Additional Info: CUNY SAP Academic Plan - BMC (marked with a checkmark)
- Additional Info: Unofficial BMCC Transcript (marked with a checkmark)
- SAP Appeal** (marked with a checkmark and highlighted with a dashed orange box)

Below the "SAP Appeal" item, the following text is displayed:

You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement:

- Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress
- What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation
- The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future

Below this, a message states: "You may be required to provide supporting documentation of your extenuating circumstances." This is followed by a blue bar with a speech bubble icon and the text "Please complete the appeal." Below that, another blue bar shows "Appeal Status: Open".

At the bottom of the interface, there is a "SAP Appeal Web Form" tab and a "Fill Out" button, which is highlighted with a solid orange box. An orange line connects the "SAP Appeal" item to the "Fill Out" button.

How to complete/submit your Financial Aid SAP Appeal



- Read instructions carefully as they will provide important information

2023/2024 Satisfactory Academic Progress Appeal

<p>> Instructions Demographics Statement Review & Sign</p>	<h3>Instructions</h3> <p>After a review of your academic history, it has been determined that you are not meeting one or more of the standards established in the Satisfactory Academic Progress (SAP) Policy. If you wish to be considered for reinstatement of federal financial aid (Pell Grant, Supplemental Educational Opportunity Grant, Work-Study, William D. Ford Federal Direct Loan, and TEACH Grant), you must submit this web form, upload your typewritten appeal letter with your signature (or e-signature) and copies of any supporting documentation.</p> <p>I acknowledge that by submitting this Web form:</p> <ul style="list-style-type: none">• If my appeal is DENIED, I understand that decisions are processed on a case-by-case basis and the committee may deny an SAP appeal. I also understand that the decision of the appeal committee is final.• If my appeal is APPROVED, I recognize that I am expected to make academic progress. I must be enrolled and complete the courses detailed in the academic plan or my appeal will be voided.• I understand that if I do not meet these requirements, I will be ineligible to receive financial aid and will be responsible for payment of my tuition until I meet the satisfactory academic progress standards.• I understand my appeal must be received by the submission deadline on the academic calendar 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. I understand aid cannot be reinstated retroactively for a prior term.• 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. <p>For detailed information on the SAP Policy at Borough of Manhattan Community College please click here.</p>
<p>← Return to Student Tasks</p>	

Continue →

How to complete/submit your Financial Aid SAP Appeal



- This information you provide here will need to match exactly with what was provided on your FAFSA form

2023/2024 Satisfactory Academic Progress Appeal

<p>Instructions</p> <p>> Demographics</p> <p>Statement</p> <p>Review & Sign</p>	<h3>Demographics</h3> <p>Please correct the following information if needed.</p> <p>* First Name: <input type="text" value="ZABRINA"/></p> <p>* Last Name: <input type="text" value="TESTINGDV1"/></p> <p>* Phone: <input type="text" value="(480)555-1204"/></p>
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How to complete/submit your Financial Aid SAP Appeal



- First read the appeal instructions
- Afterwards, complete your personal statement
- Then, check the “I will provide supporting documentation” box then click continue
- Finally, E-sign and submit

2023/2024 Satisfactory Academic Progress Appeal

Instructions Demographics ▶ Statement Review & Sign	Statement Instructions Students who fail to meet the qualitative or quantitative standards may appeal to the Borough of Manhattan Community College Federal Financial Aid Appeals Committee to have eligibility restored. The appeal procedures enable students to have their federal aid reinstated if they can demonstrate that exceptional or extraordinary circumstances resulted in their failure to satisfy academic requirements. <u>Examples of extraordinary circumstances are:</u> <ol style="list-style-type: none">1. Personal illness or injury2. Death or illness of an immediate family member3. Personal crisis or undue hardship4. Changing work conditions beyond your control5. Change of curriculum6. A traumatic event or natural disaster7. Other (please explain) Students should carefully review the policies and procedures below: <ol style="list-style-type: none">1. Complete this SAP appeal Web form.2. Reach out to your assigned academic advisor and let them know that you would like to file a Title IV Appeal. If you do not have an assigned advisor, please contact TitleIV@bmcc.cuny.edu, and be sure to include your full name and EEMPLID (student ID) number. Meet with your advisor to 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. Your Academic Advisor will help you 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.
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Please complete the appeal.

I will provide supporting documentation.

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How to complete/submit your Financial Aid SAP Appeal



- Once you electronically sign, return back to the SAP Appeal task and upload all supported documentation by clicking the upload bottom. Then, submit.

The screenshot shows the SAP Appeal web form interface. At the top, there is a blue header with a dropdown arrow and the text "SAP Appeal". Below the header, there is a paragraph of text explaining the appeal process, followed by a bulleted list of requirements. A dashed orange box highlights the "SAP Appeal" header and the list of requirements. Below this, there is a blue bar with the text "Please complete the appeal." and another blue bar with "Appeal Status: Open". A green checkmark icon indicates that the "SAP Appeal Web Form" has been completed, with a "Fill Out" button next to it. Below this, there is a table with columns for "Download" and "Date Filled Out". The table contains one row with the file name "SAP Request Form.pdf" and the date "05/10/2023". Below the table, there is a red circle icon and the text "Upload Supporting Documentation". A dashed orange box highlights the "Upload" button next to this text. At the bottom right of the form, there is a blue "Submit" button.

▼ SAP Appeal

You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement:

- Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress
- What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation
- The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future

You may be required to provide supporting documentation of your extenuating circumstances.

Please complete the appeal.

Appeal Status: Open

✔ SAP Appeal Web Form ⓘ

Download	Date Filled Out
SAP Request Form.pdf	05/10/2023

○ Upload Supporting Documentation ⓘ

How to complete/submit your Financial Aid SAP Appeal



- This task must be completed by BMCC's Counseling Center. Please contact the Counseling Center (call 212-220-8140 or email appeals@bmcc.cuny.edu) to schedule your appointment.
- Before the meeting you should have completed the appeal form, uploaded a copy of your academic plan, uploaded all supported documentation and uploaded a copy of your BMCC Unofficial Transcript

▼ Additional Info: Counselor Statement - CUNY-BMC

This task must be completed by BMCC's Counseling Center. Please contact the Counseling Center (call 212-220-8140 or email appeals@bmcc.cuny.edu) to schedule your appointment. Meeting with counselor: this is an opportunity to discuss issues that hindered your academic success. Before the meeting you should have completed the appeal form, uploaded a copy of your academic plan, uploaded all supporting documentation, and uploaded a copy of your BMCC Unofficial Transcript.

Please complete the appeal.

Appeal Status: Open

○ This task must be completed by BMCC's Counseling Center. Please contact the Counseling Center (call 212-220-8140 or email appeals@bmcc.cuny.edu) to schedule your appointment. ?