

July 09, 2013

Dear Student,

Students receiving Title IV aid must show evidence of Satisfactory Academic Progress (SAP) by meeting program pursuit standards and reaching specific benchmarks of academic progress. Program pursuit is defined as completing a certain percentage of degree-specific course work each term. Academic progress has two components: students must accumulate credits toward the degree at a certain rate and maintain a minimum grade point average.

A Title IV aid recipient who fails to maintain Satisfactory Academic Progress (SAP) by not meeting the program pursuit or the academic progress requirement loses eligibility for further Title IV aid until he or she is reinstated in good standing.

Sincerely,

Financial Aid Office

FACT SHEET

What is a Title IV Appeal?

- A Title IV appeal is an option available to students who fail to maintain Satisfactory Academic Progress (SAP) and program pursuit for federal student aid. An appeal provides an opportunity for students to demonstrate that their failure to achieve the required G.P.A., prior semester percentage of course completion and/or credits was due to unusual circumstances such as a medical reason. Included in the appeal are documents that substantiate the student's statements and reasons for poor academic performance.

Why do I have to file a Title IV appeal?

- You were unable to maintain Satisfactory Academic Progress (SAP) toward the completion of a degree program to receive federal student aid, also known as Title IV (PELL/Federal Work Study (FWS)/SEOG/Direct Loans)
- You were unable to achieve the minimum G.P.A required for probationary status.

What is the process?

1. Student must receive counseling at the **FINANCIAL AID OFFICE**.
2. Student prepares appeal and submits the appropriate documents to the Office of Student Life (C-330).
3. The Office of Student Life reviews the appeal for completeness and submits it to the Title IV Academic Program Committee.
4. The Committee reviews the appellant's case and determines if the student will benefit from the approval of an appeal.
5. The Committee sends its decision to the Office of Financial Aid and to the student.

Where and when can an appeal be submitted?

- **The Office of Student Life (Student Inquiry Unit) will collect appeals from July 8, 2013 through August 16, 2013 via email.** All appeals must be sent via attachment to BPEER@hostos.cuny.edu. Your statements must be addressed to the Title IV Academic Program Committee. In addition, please include in all your statements as a header, your full name, address, student CUNYfirst ID, contact telephone#, and email address. Upon sending your appeal, you will receive an email confirmation confirming receipt within 24 hours. If you do not receive an email confirmation, please contact the Office of Student Life at (718) 518-6557.

What documents must I submit with my appeal?

1. **Written Personal Statement** – Letter explaining unusual circumstances for poor academic performance and/or achieving required credit accumulation or percentage course completion. "Personal issues" is not detailed enough to be considered a viable reason/unusual circumstance.
2. **Written Academic Plan** – In a paragraph or more, a plan of action identifying the steps to be taken for improving academic performance. A plan of action for improving academic performance (Will you seek counseling, tutoring, etc.? How has your situation improved? If graduating, how many credits remain to complete? Which courses you have registered for the FALL 2013 semester?)
3. **Supporting Documents** – Any documents that will support your appeal (ex. medical documents, court papers, etc.). If submitting supporting documents, please call the Office of Student Life at (718) 518-6557 to arrange an appointment to submit supporting documents.

NOTE: The Personal Statement and Academic Plan should be two separate documents.

SAMPLE LETTER

Date

Your Name:

Address:

Student CUNYFirst ID:

Home Telephone:

Cell Phone#

Email Address:

To: Tite IV Standards Committee

EXPLAIN UNUSUAL CIRCUMSTANCE

Sincerely,

Your Name