

**TAP Academic Appeal 2019-2020**

***Submission Deadline: August 12, 2019 or the discretion of the Committee***

Name \_\_\_\_\_ (please print clearly)

CUNYfirst EMPLID \_\_\_\_\_ Phone number \_\_\_\_\_

I wish to apply for a waiver of the TAP academic requirements. I have considered all my other financial options (if any) and have decided not to exercise them.

\_\_\_\_\_ (Date) \_\_\_\_\_ (Signature)

**Instructions**

- You must submit a valid appeal by **August 12, 2019**
- A valid appeal must include this TAP Academic Appeal form as well as the Checklist for TAP and Title IV Appeals form fully completed.
- A valid appeal must also include a clear, concise, typewritten explanation of the reason(s) you failed to meet the TAP Satisfactory Academic Progress (TAP SAP) standards and relevant documentation to support your statement. The statement must address all semesters in which you had academic difficulties, *and it must also include a description of the steps you have taken to resolve the issues, as well as your plans for improving your progress toward your academic goal.* Do not submit original documents as they will not be returned by the Committee.
- Submission of an invalid appeal will result in an automatic denial of your petition. Please take the time to prepare your appeal carefully, as it is your only opportunity to make your case to the Course and Standing Committee.
- Completed appeal packets must be submitted to the Committee *by US mail only* :  
College of Staten Island  
Office of Academic Affairs  
2800 Victory Blvd., Building 1A-Room 305  
Staten Island, NY 10314  
ATTN: Course and Standing Committee

*Or completed appeal packets in a sealed envelope* addressed to the Committee can be submitted in Enrollment Services, building 2A room 106

- The appeal will be reviewed by the Course and Standing Committee. You will be notified of the appeal status by either US mail or an email within 4-6 weeks. Please continue to monitor your email for an update. If you have not heard back after the timeframe, you can reach the Course and Standing Committee by emailing at [appealinquiry@csi.cuny.edu](mailto:appealinquiry@csi.cuny.edu) and be sure to include your name and CUNYfirst EmplID number. Information regarding decisions is not released over the phone, for security reasons.
- **Submission of a valid appeal does *not* guarantee approval of your request. In addition, the Committee's decisions are final.**

## **CHECKLIST FOR TAP and TITLE IV APPEALS**

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This checklist is provided to assist you in gathering all of the necessary materials for your appeal. Please attach the completed checklist with your appeal paperwork, and submit your packet as instructed on the appeal form. Upon receipt, your materials will be forwarded to the Course and Standing Committee for their review and decision.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

My appeal includes the items checked below and is arranged as follows. Please check all that apply.

\_\_\_\_\_ Checklist for TAP and Title IV appeals

\_\_\_\_\_ Appeal form

\_\_\_\_\_ Personal statement

\_\_\_\_\_ Clear photocopies of all documentation: I have completed the checklist on the next page to indicate the specific materials I am providing to support my petition.

**PLEASE CHECK OFF ALL DOCUMENTATION THAT YOU ARE SUBMITTING WITH YOUR APPEAL. AS A REMINDER, PLEASE ATTACH CLEAR PHOTOCOPIES OF ALL DOCUMENTS.**

- Academic transcript(s) showing final grades for the \_\_\_\_\_ 201\_\_ term
- Doctor's note
- Birth certificate for \_\_\_\_\_
- Death certificate or obituary for \_\_\_\_\_
- Letter from therapist, social worker, or other mental health professional (on letterhead)
- Letter from religious clergy person (on letterhead)
- Hospital records (including admission and discharge dates)
- Unemployment records
- Proof of termination or separation from job
- Letter from employer (on letterhead)
- Court records
- Police report
- Verification of travel within or outside the United States (such as copies of plane tickets or travel itinerary, or a copy of the passport with visa verifying international travel departure and return dates)
- Natural disaster-related documentation (please specify): \_\_\_\_\_  
\_\_\_\_\_
- Relevant news articles
- Other (please specify): \_\_\_\_\_  
\_\_\_\_\_
- Other (please specify): \_\_\_\_\_  
\_\_\_\_\_
- Other (please specify): \_\_\_\_\_  
\_\_\_\_\_
- No documentation provided: *I am aware that my appeal may be denied as a result of not submitting appropriate supporting documentation.*

## Tip Sheet TAP and Title IV Appeal Packet

- \_\_\_\_\_ *Fully complete the appropriate waiver application.* Enrollment Services (Building 2A-Room 106) or the Financial Aid Office (Building 2A-401, 718-982-2030) can review your financial aid eligibility, check to see that your financial aid forms are in order, and confirm which waiver(s) you need to submit.
  
- \_\_\_\_\_ *Please note that failure to submit a valid appeal by the deadline and/or failure to follow all directions may delay the review of your appeal or result in its denial.* As a reminder, submission of an appeal does not guarantee approval of your request.
  
- \_\_\_\_\_ *Effective immediately, appeal packets may only be submitted via the US mail to the address provided on the appeal form, or by drop-off in a sealed envelope to the Enrollment Services Center in Building 2A-Room 106.* There are no exceptions for this policy.
  
- \_\_\_\_\_ *Make sure that your personal statement is complete and fully addresses your past academic difficulties, how you resolved them, and what your plans are (moving forward): it is important that you are honest and provide full details regarding your situation.* Rest assured that the information provided in your appeal is kept confidential and is not discussed outside of the Course and Standing Committee meeting.
  
- \_\_\_\_\_ *Provide clear photocopies of documentation to support the information you have included in your personal statement.* If documentation is not available, please explain the reason(s) you cannot provide it: note that failure to submit documentation may result in automatic denial of any financial aid petition.
  
- \_\_\_\_\_ *Ensure your documentation is relevant to the timeframe of the semester(s) in which you had academic difficulties and is consistent with the information you provide in your personal statement.*
  
- \_\_\_\_\_ *Make a complete copy of your entire appeal packet to hold for your records.*
  
- \_\_\_\_\_ For additional helpful information regarding preparation of a Course and Standing Committee appeal packet, please refer to the Counseling Center's website at <http://www.csi.cuny.edu/counseling/AcademicCounseling.html#Readmission>. While the sample form deals with academic-related appeals, the advice offered for packet preparation is applicable for the financial aid appeals as well.
  
- \_\_\_\_\_ Refer to the Financial Aid Office's website at [www.csi.cuny.edu/finaid](http://www.csi.cuny.edu/finaid) for additional information regarding the federal and state guidelines for meeting the satisfactory academic progress (SAP) standards.