SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

You must complete and return this form if you wish to request an exception to the University’s policy on Satisfactory Academic Progress. The appeal form, along with all supporting documentation, must be received in the Office of Financial Aid, Throggs Neck, NY 10465-4198 prior to the second week of classes in the semester for which you are requesting reinstatement.

NAME ____________________ Student ID Number ____________

CURRENT MAILING ADDRESS ______________________________________

________________________________________________________________

BASIS FOR APPEAL - Please check the circumstance(s) which prevented you from making satisfactory academic progress. Use the space provided under Question #1 to include any additional information you would like the Committee to consider.

________ Illness or Injury. You (the student) or an immediate family member were injured or ill for an extended period of time. Please attach a copy of a statement from the physician and provide the following information:

Nature of Illness/Injury ____________________________________________

Date(s) of Illness/Injury ____________________________________________

Name of Physician ________________________________________________

________ Death in the Immediate Family. Please attach a photocopy of the death certificate, or death announcement listing surviving family members, and complete the following information:

Name of Deceased ________________________________________________

Date of Death ____________________________________________________

Relationship to You _______________________________________________

________ Other Extenuating Circumstances. You (the student) experience some unusual Situation not listed above. Please complete the questions on the back of this page. Attach additional pages if necessary.
1. Explain the extenuating circumstances and how it prevented you from making satisfactory academic progress. If your Satisfactory Academic Progress problem developed over the course of several semesters, you must explain the circumstances of each semester.