



# Graduate Appeal Form

**Students:** 1) Complete the *Student Information*, *Appeal Type*, and *Appeal Letter Checklist* sections below. 2) Read the Lehman College Policies related to Graduate Students included with this form. 3) *TURN FORM OVER, PRINT, SIGN & DATE.*

## STUDENT INFORMATION

EMPLID _____	FIRST NAME _____	LAST NAME _____
PHONE _____	Preferred EMAIL _____	
PLAN (Program) _____	SUB-PLAN (Concentration/Sequence/Specialization/Track) _____	

## APPEAL TYPE (more than one may be selected)

*Please Note:*

- Lehman College Policies related to Graduate Students are included with this form; Read them thoroughly to familiarize yourself the policy for which you are submitting an appeal.
- An *Academic Probation Contract* will only be required for appeals regarding low GPA.

- General
- Satisfactory Academic Progress (SAP)
- Dismissal

## APPEAL LETTER CHECKLIST

Use the checklist below as a guide to writing a strong appeal letter:

- Clearly state any issues (or) challenges that led to the request for an exception to policy.
- Provide supporting documents where appropriate.

### For Satisfactory Academic Progress (SAP)

- Let us know how you have addressed these issues (or) challenges to minimize reoccurrence in the future.
- Clearly articulate your action plan for returning to good academic standing in the attached *Academic Probation Contract* form.
- Meet with your Graduate Faculty Advisor (Program Coordinator) to select future approved course load.

### For Dismissal

- Meet with your Graduate Faculty Advisor (Program Coordinator): students are required to have a conversation with their advisor to discuss ability to be successful in their program of study.
- Include a letter of support for reinstatement from your Graduate Faculty Advisor (Program Coordinator) select future approved course load.

<b>Graduate Studies Committee Use Only</b>	
<input type="checkbox"/> APPROVED, Requirement Term: _____	
<input type="checkbox"/> DENIED, Reason: _____	
_____ Director (or) Deputy Director Signature ( <b>Graduate Studies</b> )	_____ Date





**Program Coordinators/Advisors/Department Chairs:** List the courses that you have advised and granted permission for enrollment over the course of the next two semesters *and* indicate your approval by signing below.

**APPROVED COURSES**

1<sup>st</sup> Semester Probation \_\_\_\_\_

2<sup>nd</sup> Semester Probation \_\_\_\_\_

\_\_\_\_\_  
 Check box if repeating a course

\_\_\_\_\_  
 Check box if repeating a course

\_\_\_\_\_  
 Check box if repeating a course

\_\_\_\_\_  
 Check box if repeating a course

Print Name (Advisor)

Signature (Advisor)

Date



**POLICY**

[Good Academic Standing and Probation](#)

***In Short:** Manner in which a graduate student will be placed on Academic Probation and Continued Academic Probation for their enrolled degree program.*

The following regulations apply to all Lehman College graduate students:

- All graduate students, regardless of matriculation status, are expected to make appropriate academic progress and maintain a 3.0 (B) cumulative average or better in their courses. Grades of B-, C+, and C, while considered meeting course completion requirements, are considered marginal progress outcomes.
- Students earning a marginal progress grade in selected courses may be required to repeat and achieve a satisfactory progress grade in these select courses to continue in the program of study. (See specific program course descriptions for requirement details.)
- During the probation period, students may only enroll in courses that satisfy the degree curriculum and may also be asked by their academic adviser to take a lighter course load until the GPA is improved.
- Matriculated and non-matriculated students in special funded programs need to contact the program coordinators for details regarding their eligibility and continuation requirements.
- Graduate students will be placed on academic probation when their cumulative GPA falls below 3.0. After attempting 9 or more graduate credits, those whose G.P.A. falls to or below a 2.50 (2.70 or lower in some programs) will not be granted an automatic probation period.
- A probation indicator is placed and will prevent students from registering until appropriate academic advisement takes place. Once an appropriate academic plan is agreed upon, the Office of Graduate Studies will lift the probation indicator so that the student may register for the current term. The probationary indicator will be replaced for future registration(s) or until the cumulative GPA is raised to 3.0 or above.
- Furthermore, students on academic probation may not take the comprehensive examination, or submit a thesis unless specific approval is granted by the academic department.



## POLICY

### General Appeals

***In Short:*** Manner in which a graduate student will be assessed for meeting the requirements for Satisfactory Academic Progress (SAP) for financial aid purposes.

The following regulations apply to all matriculated Lehman College graduate students:

- For a waiver of any of the College's regulations pertaining to graduate study, a student may petition the Graduate Studies Committee.
- Appeals are granted only for compelling reasons.
- To launch an appeal, students must submit a completed appeal form, available from the Office of Graduate Studies (Shuster Hall, Room 279), including a complete explanation of the issues involved and any relevant supporting documents.
- Supporting documents may include birth certificates, death certificates, and letters from physicians, letters of support from faculty, and any documents that bear upon the case in question.



## POLICY

### Satisfactory Academic Progress

***In Short:*** Manner in which a graduate student will be considered to receive Financial Aid for a semester in which they are granted probation via appeal.

The following regulations apply to all matriculated Lehman College graduate students:

- For Financial aid purposes a student is considered to have achieved Satisfactory Academic Progress (SAP) when they possess:
  - A cumulative GPA of 3.0 (or) higher.
  - Have earned credits toward graduation from 67% of all course work attempted, and have attempted no more than 150% of the credits required for graduation.
  - In order to receive Title IV Federal Financial Aid, a graduate student must be making Satisfactory Academic Progress as previously defined.
  - Students whose financial aid is denied for reasons of insufficient academic progress may file a written appeal with the Office of Graduate Studies.



## POLICY

### Continuation and Dismissal

***In Short:** Manner in which a graduate student will be officially dismissed from the enrolled degree program.*

The following regulations apply to all matriculated Lehman College graduate students:

- If the cumulative GPA remains below 3.0 at the end of the probation period, the student will be dismissed from the College.
- The decision to dismiss is not taken lightly and involves discussion between the academic department and the Office of Graduate Studies.
- Once a decision to dismiss is made, notification of dismissal is sent by the Office of Graduate Studies.
- Graduate students who have been dismissed at the end of the probationary period will be allowed to continue in their program only upon successful appeal to the Office of Graduate Studies.
- The appeal must contain a written letter of support from the program advisor or Chair in the academic department.

**With my signature below, I affirm that I have read and understand the Lehman College policy I am submitting a request for.**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit completed form** electronically to [graduate.studies@lehman.cuny.edu](mailto:graduate.studies@lehman.cuny.edu) (or) return completed form to our **Office Inbox** located in Shuster Hall, Room 279.