



Office of Honors and Scholarships

RE: Termination of New York City Council Peter Vallone Merit Scholarship

Dear Student:

Our records indicate that you will not receive your New York City Council Peter F. Vallone Merit Scholarship for the coming semester. Retention of this scholarship requires the following:

- 1) You must have completed at least 12 degree credits. (First-semester freshmen doing remedial work must have taken at least six degree credits and 12 equated credits during the first semester; that is, they must have been full-time students.)
- 2) Your cumulative grade point average (GPA) must be 3.0 or higher.
- 3) You must file your “FAFSA” form every year.

You may appeal the University’s decision to terminate your New York City Council Peter F. Vallone Merit Scholarship. If you wish to appeal, check item “2” on the enclosed form, sign it, and attach the following items:

- 1) *a signed and dated letter explaining the basis for your appeal*
- 2) *documentation of the extraordinary medical, psychological, or personal circumstance(s) that was (were) the direct cause of your inability to maintain the required credit load or cumulative GPA*

Please be advised that the University states: “The standards for approval are intended to be rigorous and to allow only for the types of conditions over which the student had no control and which severely impacted on the student’s ability to manage his or her academic workload.”

If you think you remain eligible for the scholarship (had a cumulative GPA of 3.0 or better at the end of each semester and completed 12 degree credits in the fall and spring semesters), check item “1” on the enclosed form and submit it to Honors and Scholarships. Please indicate if you had a grade change. **You should send in your appeal as soon as possible, but no later than the appeal deadline, since this will expedite the reinstatement of your scholarship.** In your letter of appeal, please explain why you believe that you are still eligible and include documentation to support your case. Your transcript will be checked, and you will be notified of the outcome.

If you have received, or will receive, a grade change you must notify the Office of Honors and Scholarships immediately since this will affect your appeal.

**URGENT: YOU MUST PAY YOUR REGISTRATION FEE TO HOLD YOUR CLASSES FOR THE COMING SEMESTER.**

continued

Address your appeal letter to:

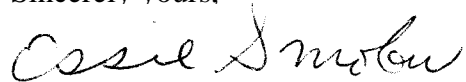
NYC Council (Merit) Scholarship Review Committee  
Office of Honors and Scholarships  
Honors Hall, room 16  
Queens College  
65-30 Kissena Boulevard  
Flushing, New York 11367

**All material must be received in our office no later than September 30 for a Fall appeal or February 28 for a Spring appeal. LATE APPEALS WILL NOT BE ACCEPTED.** Your appeal will first be considered by the Queens College Review Committee and the College's Provost. If approved by the College, your appeal will be forwarded to CUNY's Vice Chancellor for Academic Affairs for further review. You will be informed of the outcome of your appeal only after the Vice Chancellor's office has completed its review of all appeals. This may take several weeks from the due date.

If you have any questions about this process, you may contact the Office of Honors and Scholarships, preferably by e-mail ([qc\\_honors@qc.cuny.edu](mailto:qc_honors@qc.cuny.edu)); our telephone number is (718) 997-5502.

**Be sure to make and keep a copy of your entire appeals package: the form, your letter, and your documentation.**

Sincerely yours,



Essie G. Smolar  
Office of Honors and Scholarships

**NEW YORK CITY COUNCIL SCHOLARSHIPS  
APPEALS FORM  
QUEENS COLLEGE**

NAME: \_\_\_\_\_

STUDENT I.D. #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL \_\_\_\_\_

Check one of the following:

\_\_\_ (1) I believe that I am eligible to receive the New York City Council Scholarship. I completed at least 12 degree credits per semester, and my cumulative GPA was 3.0 or higher at the end of each semester. Please review my transcript.

**(You should send in your appeal and supporting documentation immediately, since this will expedite the reinstatement of your scholarship.)**

\_\_\_\_\_ I had a grade change in the following course: \_\_\_\_\_

\_\_\_\_\_ I am student teaching and have attached documentation from the Education Dept.

\_\_\_\_\_ I am taking courses on permit and have attached a copy of those permits.

\_\_\_ (2) I wish to appeal the decision to terminate my scholarship. I am attaching a letter and documentation of the extreme extenuating circumstances that support my appeal. I recognize that the standards of approval are rigorous and allow only for conditions over which I had no control and which severely affected my ability to manage my academic workload.

Please write a letter explaining the nature of your appeal. Complete and sign this form, attach your signed letter and documentation of extenuating circumstances to this form, make a copy of your entire appeals package, and then mail (or hand-deliver) the originals of your letter and the form as well as either the originals or copies of your documentation to:

NYC Council Scholarship Review Committee  
Office of Honors and Scholarships  
Honors Hall, Room 16  
Queens College  
65-30 Kissena Boulevard  
Flushing, New York 11367

**BE SURE YOUR LETTER IS DATED AND SIGNED. You must also sign and date this form. All material relating to your appeal must be received in our office no later than September 30 for a Fall appeal or February 28 for a Spring appeal. LATE APPEALS WILL NOT BE ACCEPTED.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date