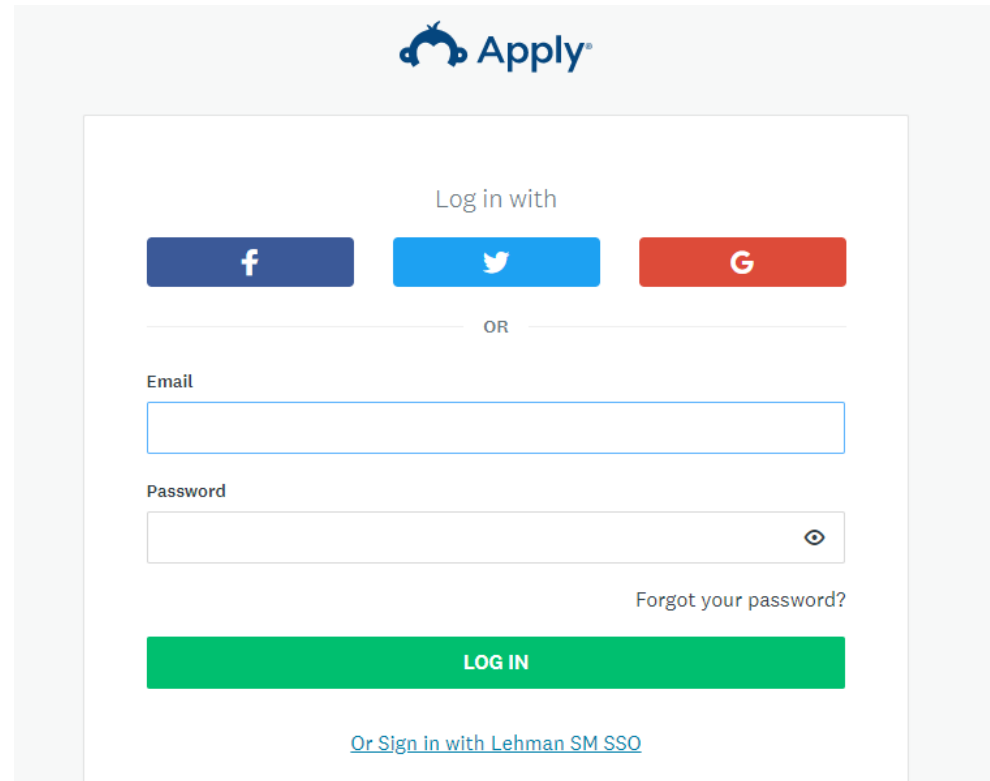




# How to Submit Your Appeal via SM Apply

- If you haven't already, please see our [Appeal FAQ](#) page for important information and dates for each appeal type that we accept.
- To submit your appeal, please click on this [link](#) to the **SM Apply** appeal form.
- Log in either using your **Lehman account** credentials by clicking the link “**Sign in with Lehman SM SSO**” or by creating an account on SM Apply.
- We suggest using your Lehman account credentials.
- Once you are logged in, click “**Apply**” to begin.




The screenshot displays the SM Apply login page. At the top, the 'Apply' logo is visible. Below it, the text 'Log in with' is centered above three social media login buttons: Facebook (blue), Twitter (light blue), and Google (red). A horizontal line with the word 'OR' in the center separates these from the standard login fields. The 'Email' field is a white input box with a blue border. Below it is the 'Password' field, also a white input box with a blue border and a small eye icon on the right to toggle visibility. To the right of the password field is a link that says 'Forgot your password?'. At the bottom of the login section is a large green button with the text 'LOG IN' in white. Below the green button is a link that says 'Or Sign in with Lehman SM SSO'.

- Start with **Student Information** and provide your
  - name
  - empl ID
  - major/minor
  - your general education advising office
- Once you have filled out this form, select **Mark as Complete**.
- You can choose **Save & Continue Editing** if you wish to return to your appeal later.

  Student Information ...

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## Student Information Form

✓ Draft saved 

### Student Information

1. EMPLID

2. First Name

3. Last Name

Academic Plan

Academic Sub-plan


#### Where do you receive general education advising?

Please choose the Office that you contact for your general education advising. If you are not a part of a special advising program, you would most likely be advised by the Office of Academic Advisement and should select that option.




If you are still unsure which office to choose, please visit the respective links on the [Advising](#) page of our website to help you determine this.

SAVE & CONTINUE EDITING

MARK AS COMPLETE



- Continue to the Undergraduate Appeal form and choose the appeal that you would like to submit.
- Please be certain of the type of appeal you are submitting; if the wrong appeal type is chosen, it will delay your appeal. Each appeal type is described in the form; for a more thorough description, see our [Appeal FAQ page](#).
- Only one appeal can be submitted at a time, but please note that when Readmission and Dismissal appeals are heard, Reinstatement of SAP is considered as well.

  Undergraduate Appeal 

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## Undergraduate Appeal Form

**Please choose an appeal to submit:**

- ☐ Readmission
- ☐ Reinstatement of SAP
- ☐ Substitution Under the CUNY F Policy
- ☐ Withdrawal After the Deadline
- ☐ Tuition Deletion
- ☐ Dismissal
- ☐ Other

## Choose how you would like to submit your appeal letter:

- by uploading a PDF of your letter

**Appeal Letter**

Would you prefer to upload your letter of appeal, or type it into the system?

Please **do not** include your Social Security Number in your letter.

**Upload Letter of Appeal**

Accepted formats: .pdf

Do you have any supporting documentation to provide?

You may choose to upload supporting documentation, but this is **optional** for most appeal types. It will specify if it is required for certain appeals. Only include documentation if you feel it is relevant to your appeal letter.

- or by typing it directly into the textbox on the form

**Appeal Letter**

Would you prefer to upload your letter of appeal, or type it into the system?

Please **do not** include your Social Security Number in your letter.

**Typed Appeal letter:**

You may enter your appeal letter here or by uploading it as a document. A letter is required to submit your appeal.

Once you have filled this information out, select **Mark as Complete**.

- You can choose **Save & Continue Editing** if you wish to return to your appeal later.

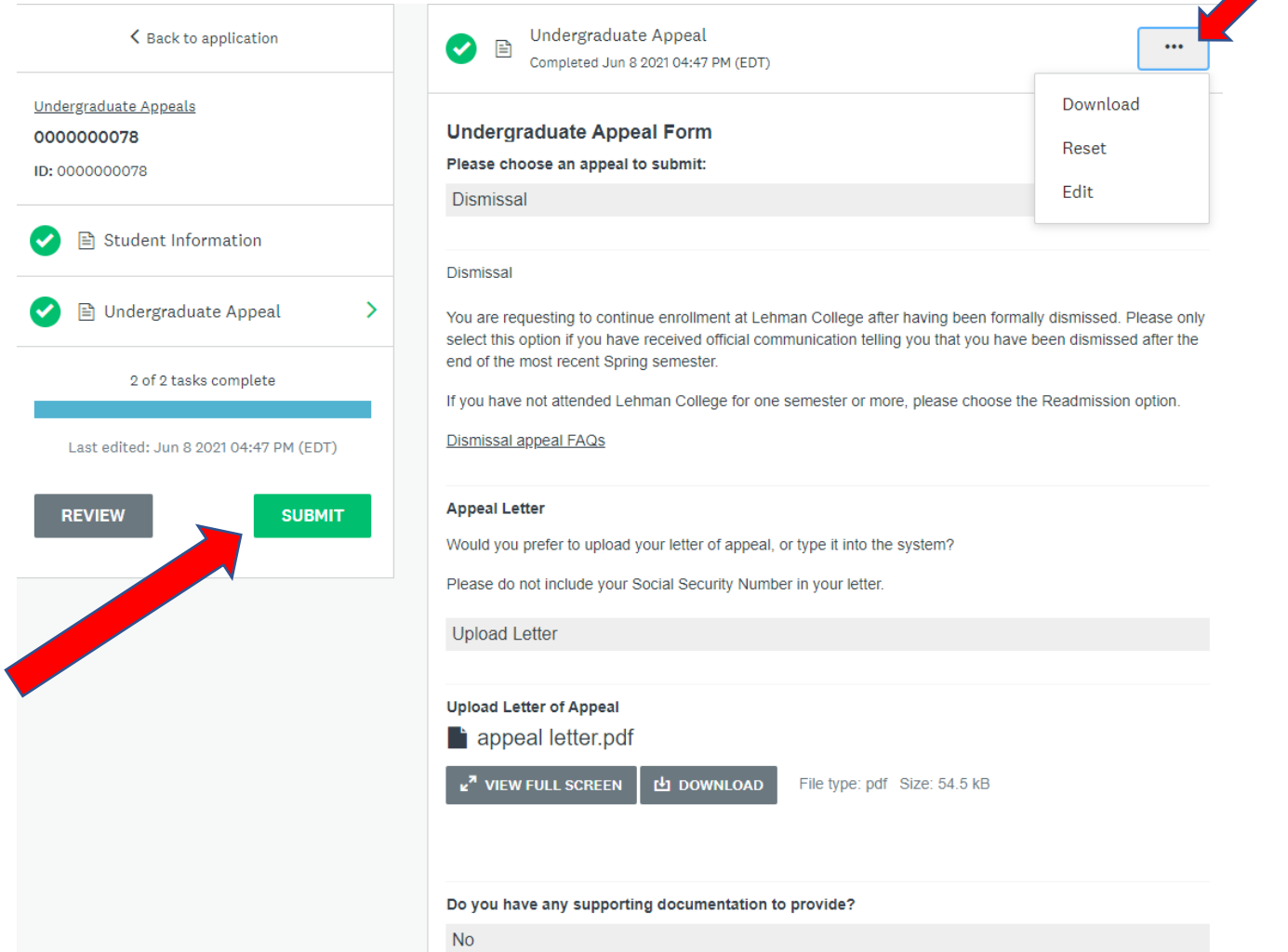
After both **Student Information** and **Undergraduate Appeal** forms are filled out, you may

- **review** the information that you have provided
- **download** it as a PDF for your records
- **edit** your appeal

Once you are done, choose **Submit** and we will receive your appeal and begin to process it.

It may take approximately 2-3 weeks for you to receive your decision via email, depending on appeal types. Certain appeals, such as Readmission, have specified start dates and will not be prepared until after the date specified on our [Appeal FAQ](#).

If you would like to check the status of your appeal, you may return to the [Appeal Submission page](#) and look under **Activity**.



< Back to application

[Undergraduate Appeals](#)  
0000000078  
ID: 0000000078

✓ Student Information

✓ Undergraduate Appeal >

2 of 2 tasks complete

Last edited: Jun 8 2021 04:47 PM (EDT)

REVIEW SUBMIT

Undergraduate Appeal  
Completed Jun 8 2021 04:47 PM (EDT)

Undergraduate Appeal Form  
Please choose an appeal to submit:

Dismissal

Dismissal

You are requesting to continue enrollment at Lehman College after having been formally dismissed. Please only select this option if you have received official communication telling you that you have been dismissed after the end of the most recent Spring semester.

If you have not attended Lehman College for one semester or more, please choose the Readmission option.

[Dismissal appeal FAQs](#)

Appeal Letter  
Would you prefer to upload your letter of appeal, or type it into the system?  
Please do not include your Social Security Number in your letter.

Upload Letter

Upload Letter of Appeal  
appeal letter.pdf  
VIEW FULL SCREEN DOWNLOAD File type: pdf Size: 54.5 kB

Do you have any supporting documentation to provide?  
No