

SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURE

I. What are the SAP Standards?

In order to receive Title IV aid eligibility, a student must:

- Maintain a cumulative GPA of 2.0 or higher as an undergraduate or a 3.0 GPA or higher as a graduate student
- Complete the appropriate amount of credits attempted- Students who frequently fail or withdraw from courses will earn fewer credits than they attempted
- Do not attempt more than 150% of the credits normally required for completion of the degree

II. Every student who has failed to achieve one or more of the SAP standards has the ability to appeal the denial of financial aid. To appeal you must submit:

- This document, completed in its entirety.
- Supporting documentation that substantiates the circumstance you have outlined within the personal statement.
- Academic Plan- the Academic Plan is designed to lead the student back to SAP standards. The student must commit to the academic plan by signing off on the requirements listed in the plan. At the end of each semester, the SAP committee will determine whether or not the student successfully completed the academic plan. If you fail to meet the requirements of the Academic Plan by the end of each semester you will not receive federal funding for future terms.
- All Undergraduate **non SEEK** students **failing for GPA** please visit CAASS located in **3207 Boylan Hall**
 - CAASS has a dedicated advisor just for you! The SAP advisor will be available on most Tuesdays and Thursdays 9:30 am - 4:30 pm. Simply call or visit the office to schedule your appointment immediately. CAASS is located in 3207 Boylan Hall and can be reached by calling 718.951.5471. Same-day appointments may be available, so please do not hesitate to call.
- All Undergraduate **SEEK** students **failing for GPA** please visit **2208 Boylan Hall**
- All **Graduate** students **failing for GPA** please visit the office of Academic standing in room 3219 Boylan Hall

III. SAP Appeal Submission: The above mentioned forms/documentation must be submitted to the Enrollment Services Center located on the first floor lobby of the West Quad Center. The form should be typed. You may only submit one appeal per academic year. We DO NOT accept appeal by email. You can fax in your appeal to (718)-951-4778.

What happens if my appeal gets denied? You may only re-appeal if you have an alternate reason for failing SAP standards. The SAP committee typically renders a decision within two weeks of when the SAP appeal is received. The decision will be sent to the student via email.

PLEASE NOTE: The submission of this appeal does not guarantee the student will receive Federal funds. **Please satisfy all tuition charges with the office of the Bursar as submitting a SAP appeal does not secure your classes from cancelation.** For further information or additional questions please refer to our [website](#) or [schedule an appointment](#) with your financial aid advisor.

SECTION 2 (cont'd): Reason for Appeal

Provide a detailed explanation of the circumstances that led to the Satisfactory Academic Progress violation. Please provide a typed statement below. If additional space is needed, please attach a typed statement.

Please describe the steps you have taken to correct the problems that have prevented you from making Satisfactory Academic Progress. Please provide a typed statement below. If additional space is needed, please attach a typed statement.

SECTION 3: Certification and Signature

I AM REQUESTING THAT MY FEDERAL AID BE REINSTATED. I UNDERSTAND THAT MY APPEAL WILL NOT BE REVIEWED IF IT IS INCOMPLETE OR LACKS DOCUMENTATION. BY SIGNING THIS FORM, I CERTIFY THAT THE INFORMATION PROVIDED IS BOTH TRUTHFUL AND ACCURATE. *I UNDERSTAND THAT THE SOLE SUBMISSION OF AN APPEAL DOES NOT GUARANTEE FEDERAL AID ELIGIBILITY.*

Student Signature _____

Date _____

For Office Use Only:

SAP Appeal Denied

- Insufficient Reasoning/ Lack of supporting documentation
- Student will not be able to meet SAP requirements in a realistic time frame
- Other: _____.

SAP Appeal Approved with Academic Plan

Committee Signature & Date _____ Committee Signature & Date _____