

## **Federal Satisfactory Academic Progress (SAP) Appeal Request Instructions**

Federal regulations require that students make adequate academic progress toward degree completion to continue receiving Federal financial aid (Pell Grant, FSEOG, Federal Work Study, and Federal Direct Loans including Parent Loans). Students are required to maintain a minimal GPA and complete a minimal number of degree applicable credits each year. Detailed information regarding the Federal SAP Policy can be found at [www.newpaltz.edu/financialaid/sap.html](http://www.newpaltz.edu/financialaid/sap.html).

Loss of aid eligibility due to failure to meet SAP standards may be appealed, provided that temporary, extenuating circumstances that interfered with academic progress can be documented and have been sufficiently resolved to allow for academic success moving forward. Students wishing to appeal their SAP status should submit the SAP Appeal Request along with supporting documentation to the Office of Student Financial Services as soon as possible but no later than two weeks prior to the last day of classes. Students submitting a SAP Appeal after semester bills are due will need to make payment arrangements with the Office of Student Accounts, as financial aid will have been removed from the account and reinstatement is not guaranteed.

### **STEPS:**

1. Complete the SAP Appeal Request Form. Write a clear statement explaining why you did not make sufficient academic progress during the prior academic year. Indicate the specific extenuating circumstances which prevented you from making progress towards your degree. Also, please indicate how circumstances have changed that will allow you to make progress going forward.
2. Meet with your academic advisor to complete the Academic Action Plan.
3. Collect documentation of your circumstances. (This may include death notices, medical documentation, or third-party letters). Appeals submitted without documentation will not be reviewed.
4. Submit all forms and documents outlined above to:

***Office of Student Financial Services  
200 Hawk Drive, WH 124  
New Paltz, NY 12561-2437  
Fax: (845) 257-3568  
[faodocuments@newpaltz.edu](mailto:faodocuments@newpaltz.edu)***

You will be notified of the outcome of your appeal via campus email. Please monitor your status on [my.newpaltz.edu](http://my.newpaltz.edu) as well. If your appeal is granted, you will be placed on Financial Aid Probation for the upcoming term of enrollment. The standard SAP Financial Aid Probation plan requires completion of 67% of credits attempted with a 2.0 GPA at the end of the term. Customized Financial Aid Probation plans may be assigned and may extend beyond one semester. Failure to meet the terms and conditions of the Financial Aid Probation Plan will result in loss of eligibility for federal aid.

If your appeal is denied you will not be eligible for federal financial aid in the academic year and must make alternate payment arrangements with the Office of Student Accounts. Eligibility may be reestablished by successfully completing coursework, without the benefit of federal financial aid, to meet the standards outlined in the SAP policy.

The decision of the Federal SAP Appeals Committee is final and cannot be appealed further except in the case of a grade change. Requests for review of SAP status due to a grade change must be received by the midpoint of the subsequent semester. Approved appeals are not retroactive to a prior semester.

# Federal Satisfactory Academic Progress (SAP) Appeal Request Form

Name \_\_\_\_\_ ID Number \_\_\_\_\_

Semester SAP appeal is requested for: \_\_\_\_\_

Declared Major: \_\_\_\_\_

Anticipated graduation semester: \_\_\_\_\_

Number of credits needed to complete degree requirements: \_\_\_\_\_

## Section 1: Explanation of Circumstances Leading to Not Making Satisfactory Academic Progress

Appeal may be written below or typed on a separate sheet and attached. Certification must still be signed and submitted. Remember to attach documentation.

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<<<< Continue to Section 2 >>>>

## Section 2: Academic Action Plan

### Academic Plan Proposal

Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Construct a plan of study for up to four semesters. Beginning with the upcoming semester, list the course and credits needed for completion of your program of study.

A copy of this plan will be maintained in the student's financial aid file for future reference.

The purpose of the Academic Action Plan is to establish a path to degree completion within the established federal aid maximum timeframe.

Semester:		Semester:		Semester:		Semester:	
Course	Credits	Course	Credits	Course	Credits	Course	Credits
<b>Semester Total:</b>		<b>Semester Total:</b>		<b>Semester Total:</b>		<b>Semester Total:</b>	

### Academic Advisor's Endorsement

This plan of study has been reviewed and discussed with the student and is a reasonable plan to achieve sufficient progress toward successful degree completion. The plan was discussed on \_\_\_\_\_ via

\_\_\_ email \_\_\_ phone call \_\_\_ virtual meeting \_\_\_ in person

**Academic Advisor:** \_\_\_\_\_  
Printed Name                      Advisor's Signature                      Date

**Student:** \_\_\_\_\_  
Printed Name                      Student's Signature                      Date

<<<< Continue to Section 3 and Sign Certification >>>>

### Section 3: Explanation of Steps for Future Success

#### **Certification:**

- I understand that if I am academically dismissed, I will not be eligible for a Financial Aid SAP Appeal Waiver.
- I understand that appeals will only be valid for courses taken at SUNY New Paltz. Visiting aid will not be processed while on Financial Aid Probation.
- I understand retroactive appeals/aid will not be processed.
- I understand that I must meet the terms of my academic plan while on Financial Aid Probation in order to continue receiving Federal Title IV Financial Aid.
- I understand that appeals are for one-time, extenuating circumstances, not ongoing situations.
- I understand that if my appeal is denied, I am responsible for paying semester charges without financial aid.
- I understand that the usual maximum number of appeals is two.
- I understand that an appeal will not be granted if it is not mathematically possible to complete degree requirements within the 150% maximum time frame.
- I understand that if an appeal is approved, financial aid will only be granted for courses required to complete my academic program.
- I understand that the decision of the Federal Financial Aid SAP Appeals Committee is final.
- I understand that in some cases, an appeal decision may not be finalized prior to the start of classes and therefore, I will need to make payment arrangements with the Office of Student Accounts.

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