



STATE UNIVERSITY OF NEW YORK

Excelsior Scholarship Appeal Committee

200 Hawk Drive, New Paltz, NY 12561-2438

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## INFORMATION & INSTRUCTIONS

### EXCELSIOR SCHOLARSHIP APPEAL

#### EXCELSIOR SCHOLARSHIP TERMS

The New York State Excelsior Scholarship contract that students sign with the New York State Higher Education Services Corporation (HESC) indicates, in part, to maintain Excelsior Scholarship eligibility students are required to:

- be enrolled full-time each semester (a minimum of 12 credits applicable towards their degree requirements); and
- earn 30 degree-applicable credits annually\*; and
- complete their undergraduate degree within 4 consecutive years through continuous study, with no break(s) in enrollment.

\*As needed, AP and/or college credits earned while a student is in high school and accepted for transfer at New Paltz can be applied to any earned credits to reach the 30 cumulative credits required per year. These are referred to as "banked credits."

#### ALLOWABLE CIRCUMSTANCES

New York State HESC will allow students to appeal their Excelsior Scholarship status if they had a reduction in credits (had to take less credits) or had a break in enrollment (took a leave of absence) due to the following allowable circumstances:

- **Medical/Mental Health** - Your medical or mental health care provider determined that your medical condition or mental health prevents you from beginning or continuing the term or from continuing a full-time course load.
- **Family Medical/Mental Health** - You interrupt your studies to provide care for an immediate family member who needs extra care due to health needs, as confirmed by their medical or mental health care provider.
- **Bereavement** - You experience the death of an immediate family member.
- **Parental Leave** - You interrupt your studies to take care of your newborn child.
- **Military Leave** - You are called to active military duty.

Circumstances other than those indicated above are not allowable and will not allow you to retain your Excelsior eligibility. You must have the minimum credits for Excelsior at the time of your reduction in credits or break in enrollment, otherwise you are not eligible to be considered for review. There must be a reduction in credits or a break in enrollment to appeal. HESC will not allow students to appeal due to failed courses.

#### STUDENTS WITH DISABILITIES

Under the Americans with Disabilities Act of 1990, students with disabilities can take longer to complete their bachelor's degree and retain their Excelsior Scholarship eligibility if their disability requires them to attend less than full-time (30 credits per year, or its equivalent) or if they need to pause their studies due to their disability.

Students with qualified disabilities who attend less than full-time must register with the [Disability Resource Center \(DRC\)](#) at SUNY New Paltz prior to the start of the semester for which they are looking for an Excelsior Scholarship award.

#### HOW & WHEN TO SUBMIT YOUR ELIGIBILITY DETERMINATION

If you meet one of the conditions listed above, you should complete the **Eligibility Determination** form (pages 2-3).

If you had a medical or mental health diagnosis and were instructed to reduce your courseload or withdraw for a term by your medical or mental health care provider, your provider must complete the **Supplemental Medical Information** form.

Appeals must be submitted within a reasonable amount of time during the academic year the appeal is requested, or prior to the close of the academic year. Please note, you do not need to submit this Information & Instructions page with your appeal.

For more information about the New York State Excelsior Scholarship, please see the following:

[www.hesc.ny.gov/excel](http://www.hesc.ny.gov/excel) for general information including eligibility requirements

[Excelsior Scholarship FAQs](#)

[www.hesc.ny.gov](http://www.hesc.ny.gov)

If you lost your Excelsior Scholarship due to changes in income, please see the [Income & Financial Requirements section here](#) for more information about how to submit an Income Eligibility Determination form directly to New York State HESC.



## **ELIGIBILITY DETERMINATION**

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## STUDENT INFORMATION

*You must answer every question.*

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Student ID Number

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## New Paltz Email Address

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**Student Date of Birth**

Fall or spring academic term that your interruption in study occurred (you may only list one term).

If your interruption in study lasted for more than one semester, you must submit one Eligibility Determination form (pgs. 2-3) for each term.

## **REASON FOR YOUR INTERRUPTION IN STUDIES**

*Check one circumstance and provide the required documentation with your completed form.*

Allowable Circumstance	Required Documentation	Additional Details
<input type="checkbox"/> <b>Medical/Mental Health</b>	1. Supplemental Medical Information form completed by your medical/mental health care provider	Supporting documentation such as a doctor's note or discharge paperwork must be on official letterhead and must contain the dates that your diagnosis impacted your college studies.
<input type="checkbox"/> <b>Family Medical/Mental Health</b>	2. Supporting documentation from your medical/mental health care provider	
<input type="checkbox"/> <b>Student had a diagnosis that required attending less than full-time or fully leaving school</b>		
<input type="checkbox"/> <b>Family Medical/Mental Health</b>	Documentation from your family member's medical/mental health care provider	Your family member or their proxy must obtain documentation from their medical/mental health care provider stating that family member was under the care of the student.
<input type="checkbox"/> <b>Student had to care for an immediate family member due to family member's medical/mental health diagnosis</b>		Documentation must be on official letterhead, include student's relationship to patient, and include dates in which student care and/or assistance was required.
<input type="checkbox"/> <b>Bereavement</b>	Death Certificate and/or Obituary	Personal Statement (next page) must include student's relationship to the deceased. The reduction in credits or break in enrollment must coincide with the date that your immediate family member passed.
<input type="checkbox"/> <b>Death of an immediate family member</b>		
<input type="checkbox"/> <b>Bereavement</b>		
<input type="checkbox"/> <b>PARENTAL LEAVE</b>	Birth Certificate of child	The reduction in credits or break in enrollment must be within one year of your newborn child's birth.
<input type="checkbox"/> <b>Student cares for newborn child</b>		
<input type="checkbox"/> <b>MILITARY LEAVE</b>	Department of Defense Orders	Personal Statement (next page) must include dates of service/deployment.
<input type="checkbox"/> <b>Student called to active duty</b>		

Circumstances other than those indicated above are not allowable and will not allow you to retain your Excelsior eligibility.

*Please continue to the next page.*

Student Last Name

First Name

MI

Suffix

N									
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Student ID Number

### **PERSONAL STATEMENT**

*Please provide a personal statement explaining the circumstances resulting in your interruption in studies which prevented you from meeting the eligibility requirements.*

### **STUDENT AFFIRMATION**

*Please sign and date below to affirm that you understand the following:*

- I affirm, under the penalty of perjury, that the information I provided, and any supporting documentation submitted, is true and complete and will be accepted for all purposes as the equivalent of a sworn affidavit.
- I affirm that I understand that my eligibility determination will be made based on the New York State Education Law governing the Excelsior Scholarship and shall be the final determination.

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Student Signature

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Date

*Submit the completed form(s) and required supporting documentation to us by:*

**Email (Preferred)**

[ExcelsiorDocs@newpaltz.edu](mailto:ExcelsiorDocs@newpaltz.edu)

**FAX**

845-257-3568

**In-Person**

Wooster Hall 124

**Mail**

Student Financial Services  
200 Hawk Drive  
New Paltz, NY 12561-2437