



Federal Satisfactory Academic Progress (SAP) - Appeal Process/Request

In order to continue receiving any Federal financial aid students are required to complete a minimal number of credits towards their degree at the end of each academic year. Additionally, students must meet minimum GPA requirements to remain eligible for Federal funds.

If you have been notified that you have failed SAP standards and want to appeal, **you will need to do the following as soon as possible**; within **15 days** of being notified:

1. Complete the SAP Appeal Request Form. Write a clear and concise statement explaining why you did not make sufficient academic progress during the prior academic year. Indicate the specific extraordinary circumstances which prevented you from making progress towards your degree. Also, please indicate in your appeal when you estimate to complete your program and what circumstances have changed that will allow you to make progress going forward.
2. Submit adequate documentation of your circumstances (This may include death notices, medical documentation, or third-party letters).
3. Submit a copy of your progress report.
4. Complete the Academic Plan Form with your academic advisor and submit a signed copy with appeal.
5. Create an account on the SUNY Smart Track site and complete at least one of the financial literacy modules. Submit a printed page from the website after account is created. Smart Track URL: [SUNY.edu/smartrack/literacy](https://www.suny.edu/smartrack/literacy)

Please submit all forms and documents to:

Office of Financial Aid
200 Hawk Drive, WH 124
New Paltz, NY 12561-2437
Fax: (845) 257-3568

Your appeal status will be updated on www.my.newpaltz/MyFinancialAid and will also be mailed via US Postal Service. If your appeal is granted, you will likely be put on a Federal Financial Aid "Probation" Standard Academic Plan. The standard Federal Financial Aid Probation requires completion of 67% of credits attempted with a 2.0 GPA. Customized plans may be different and may extend beyond one semester.

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.

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 typed on a separate sheet and attached. Certification must be signed and submitted. Remember to attach documentation.

Section 2: 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 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 _____