

Federal Satisfactory Academic Progress (SAP)

Appeal Request Instructions

In order to continue receiving federal financial aid (Pell Grant, FSEOG, Federal Work Study, and Federal Direct Loans including Parent Loans), 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. Detailed information regarding the Federal SAP Policy can be found at www.newpaltz.edu/financialaid/sap.html.

Failure to meet established SAP standards may be appealed, provided that temporary, extenuating circumstances that interfered with academic progress can be documented. Students wishing to appeal their SAP status must submit the SAP Appeal Request along with supporting documentation to the Financial Aid Office as soon as possible and no later than the start of the semester. 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.

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 in your appeal when you estimate to complete your program and how circumstances have changed that will allow you to make progress going forward.
2. Submit documentation of your circumstances. (This may include death notices, medical documentation, or third-party letters). Appeals submitted without documentation will be denied.
3. Submit a copy of your progress report.
4. Complete the Academic Action Plan 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/smarttrack/literacy

Please submit all forms and documents outlined above to:

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

You will be notified of the outcome of your appeal via email and U.S. Postal Service. Please monitor your status on 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 for the following 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. An additional appeal will only be considered if new extenuating circumstances can be documented.

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.

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.

<<<< 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.

You must complete 67% of the credits attempted each semester and maintain a minimum GPA of 2.0 to retain your eligibility to receive federal student aid.

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 |
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| | | | | | | | |
| | | | | | | | |
| Semester Total: | | Semester Total: | | Semester Total: | | Semester Total: | |

Academic Advisor's Endorsement

This plan of study has been reviewed and discussed with the student. A copy of this plan will be maintained in the student's financial aid file for future reference. This is a reasonable plan to achieve sufficient progress toward successful degree completion.

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 _____