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. Policy details for SAP are available at www.newpaltz.edu/financialaid/sap.html.

If you have been notified that you failed SAP standards and want to appeal, your SAP appeal including all supporting documentation must be submitted within 15 days of being notified. Students submitting a SAP Appeal will need to make payment arrangements with the Office of Student Accounts as financial aid is not guaranteed. Complete the following steps:

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/smarttrack/literacy

Please submit all forms and documents within 15 days of notification 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.edu/MyFinancialAid and will also be mailed via US Postal Service. If your appeal is granted, you will likely be placed 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 written below or typed on a separate sheet and attached. Certification must be signed and submitted. Remember to attach documentation.
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 current 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.

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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 >>>>>
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 ____________________