

SAP Appeal Fact Sheet

What is Satisfactory Academic Progress (SAP)?

Federal regulations require that schools monitor the academic progress of each applicant for federal financial aid and that the school certify that the student is making satisfactory academic progress toward earning their degree. This determination of progress must be made at least once a year, typically at the end of the spring semester--after spring grades are released. For students who are already on financial aid probation, SAP is reviewed at the end of each term.

What is a SAP Appeal?

SAP Appeal is an option available to students who have not met standards for Satisfactory Academic Progress for continued federal financial aid (Pell, SEOG, Direct Loans, Federal Work Study). An appeal can be on the basis of personal injury or illness, the death of a relative, or other special or extenuating circumstances (such as loss of employment, and/or changes in the academic program, etc.). The appeal must explain why you failed to make satisfactory progress and what has changed in your situation that will now allow you to make satisfactory progress in the near future.

Why do I have to submit a SAP Appeal?

You failed to maintain SAP by not meeting at least one of the three criteria below:

- Minimum Grade Point Average (GPA) – you must meet the minimum GPA requirement based on attempted credits
- Maximum Time Frame - you may not attempt more than 150% of the credits normally required for completion of the degree
- Pace of Progression - For associate degree programs, you must successfully complete a certain percentage of the total number of credits that you attempt according to the following table:

Credits Attempted	12	18	24	30	36	42	48	54	60	66	72	78	84	90
Credits Earned	0	2	4	6	13	19	23	27	33	39	44	49	55	61

How do I complete the SAP Appeal process?

1. Submit the following documentation to the Office of Student Life in-person located at D-101, by **July 25, 2019**.
 - Personal Statement – In a paragraph or more, explain the unusual circumstances. ***Please be as detailed as possible.*** “Personal issues” is not detailed enough to be considered as a reasonable or unusual circumstance.
 - Academic Plan – In a paragraph or more, explain your plan of action and steps that will be taken to improve your academic performance.
 - Medical/other necessary documents (if applicable) to support the appeal – *Examples: Medical Court /Legal Documents, Death Certificate/Memorial Card.*
NOTE: The Personal Statement and Academic Plan should be two separate paragraphs as per the format provided on the last page.
2. Student must complete two on-line workshops: “Financial Aid Orientation” and “SAP Workshop”.
 - The website is: <https://hostos.get-counseling.com>.
 - You will need your student ID number for the financial aid counseling online workshops.
 - At the end of each orientation, you will receive a confirmation that will be emailed to you. Print out the confirmations and bring them with you to your SAP Appeal Review appointment.

Please note: *When submitting a SAP Appeal be sure to complete the 2019-2020 FAFSA at fafsa.gov*

Tips for Writing an Academic Appeal Statement

*Your written statement is an important component of the appeals process.
We encourage you to consider the following guidelines for an effective statement.*

Share what factors beyond your control contributed to your academic situation.

- Describe how these factors had a direct impact on your academic performance (be specific).
- Provide a concise explanation of the extenuating circumstances that were out of your control and that affected your academic performance. Provide information relative to the time period and duration of your hardship.

Examples of extenuating circumstances: housing; financial; childcare; illness, etc.

- Provide supporting documentation, if any, to show how your academic performance was adversely impacted due to the extenuating circumstances.
 - *If you performed well in other courses but not a specific course, be very clear about what factors influenced your performance in that specific course and why other courses were not affected*

Your appeal must clearly state the circumstances that impacted your academic performance.

Academic Plan: *Your statement must include a detailed plan that describes how you will regain good academic standing.*

Describe the action you are taking now to address the issue, and your plan moving forward.

- Share the steps that you are taking now and any action that you will take to prevent this from happening again.
- It is helpful to share the names of specific people you will meet with and the resources you will use.

Explain how things are different now.

- Share if and how the problem has been resolved and what, if anything, has changed about the factors which impacted your academic performance.
- Share any adjustments you made to get back on track.
- Summarize why your appeal should be considered for approval.

Supporting Document(s), if applicable:

Submit relevant documentation of circumstances, before the Appeal deadline. **Submitting incomplete documentation may result in a delay in processing and/or a denial of your appeal.**

Some examples of appropriate supporting documentation may include:

Family Circumstances	Medical	Death	Accident
<ul style="list-style-type: none">• Birth certificate (child)• Legal Documents• Police reports	<ul style="list-style-type: none">• Letter from a Doctor/Counselor/Therapist:<ul style="list-style-type: none">◦ Verifying illness or treatment	<ul style="list-style-type: none">• Death certificate	<ul style="list-style-type: none">• Police report• Medical documentation

If you have any questions, please contact us at: (718) 518 - 6554/6557 or via email at academicappeals@hostos.cuny.edu.

SAMPLE LETTER

Use this format to submit your appeal statement(s)

Date

Your Name

Address

CUNYFirst ID #

Home Telephone #

Cell Phone #

Email Address:

Major:

Indicate which appeal(s) you wish to apply for:

- () Academic Dismissal – (**Definition:** Registered Spring 2019 and based on grades has been dismissed for Fall 2019)
- () Re-admission (**Definition:** You have not been enrolled in college for one semester or more and wish to re-enroll for Fall 2019)
- () Federal Financial Aid (Title IV)/SAP Appeal

Semester: Fall 2019

Dear Academic Standards Committee:

PERSONAL STATEMENT

ACADEMIC PLAN

Sincerely,

Your Name