

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. The college must certify that the student is making satisfactory academic progress toward earning their degree. This determination and evaluation of a student's progress must be made at least once a year.

What is an SAP Appeal?

SAP Appeal is an option available to students who have not met standards for Satisfactory Academic Progress for continued federal financial aid eligibility (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 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 an SAP Appeal?

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

- Maximum Time Frame - you may not attempt more than 150% of the credits normally required for completion of the degree
- Minimum Grade Point Average (GPA) – you must meet the minimum GPA requirement based on attempted credits according to the table below:

CREDITS ATTEMPTED	MINIMUM CUMULATIVE G.P.A.
00-12.5	1.50
13-24.5	1.75
25- Upward	2.00

- 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?

As part of the SAP process, students must complete;

- Their 2022-2023 FAFSA application
- Upload their personal statement, Academic Plan, and any supporting documents (i.e. *Medical/Legal Documents, Death Certificate/Memorial Card*) through the [students form portal](#).
- See below for more details;
 - Personal Statement – In a paragraph or more, explain the unusual circumstances. “Personal issues” is not detailed enough to be considered a reasonable or unusual circumstance. **Please be as detailed as possible.**
 - Academic Plan – In a paragraph or more, explain your plan of action and steps that will be taken to improve your academic performance.

NOTE: The Personal Statement and Academic Plan should be two separate paragraphs.

All the documents that are part of your SAP appeal must be submitted through the Student Form portal!

***All students that are submitting an SAP Appeal,
must complete the 2022-2023 FAFSA at fafsa.gov.***

For more information contact us at SAPappeals@hostos.cuny.edu or click [here](#) to visit our page.