

**Spring 2018: Federal Satisfactory Academic Progress (SAP) Appeal
 Form Deadline Date: Friday, April 6, 2018**
1. Student Information

Last Name, First Name	Banner ID
Buffalo State E-mail Address	Telephone Number (preferably Cell phone)
Cumulative GPA <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	

2. SAP Appeal Reason

Please check the appropriate mitigating circumstance(s) and provide the requested supporting documentation.

 Serious illness or injury of student

Attach a written statement from a physician or medical professional on official letterhead and indicate the nature of the illness. You must include the dates of the illness or injury.

 Serious illness or injury of immediate family member as defined below:

- Your Parents (Mother, Father)
- Your Siblings (Brothers, Sisters)
- Your Children (Sons, Daughters)

Attach a written statement from a physician or medical professional on official letterhead and indicate the nature of the illness. You must include the dates of the illness or injury.

 Death of immediate family member as defined below:

- Your Parents (Mother, Father)
- Your Siblings (Brothers, Sisters)
- Your Children (Sons, Daughters)

Attach a copy of the obituary or death certificate. In your Personal Statement, include the name of the deceased and his/her relationship to you. Also, specify how this death impacted your ability to be successful.

 Other Unusual Circumstances (e.g. military, house fire, crime victim, clemency, etc.)

In your Personal Statement, provide a detailed explanation regarding the nature of the unexpected circumstances. You must provide supporting documentation to corroborate your statements.

3. Certification and Signature:

By signing my name below, I hereby acknowledge I have read and understand the terms and conditions below regarding my appeal:

- I understand that the SAP Appeal Committee may deny my appeal and this decision is final. If my appeal is denied, I understand that I will not receive any federal financial aid until I successfully meet all SAP standards.
- I understand that if my appeal is approved with an Academic Plan (AP); I must successfully complete all courses outlined on the AP with a passing grade (e.g. earned credit) and maintain the required cumulative GPA (2.0 UG; 3.0 GR) to retain eligibility for future federal financial aid.
- By signing this form, I certify that the information on this form is truthful and accurate. If I provide false or misleading information, I understand that I may be fined, sent to prison or both.

Student Signature: _____ Date: _____

FEDERAL SAP APPEAL COMMITTEE USE ONLY – SPRING 2018

-
- Approved
-
- SAP Academic Plan Attached
-
- Denied

Reason: _____

Signature: _____ Date: _____

Spring 2018 Federal Satisfactory Academic Progress (SAP) Appeal Form (continued) Deadline Date: Friday, April 6, 2018

4. SAP Appeal Instructions

1. **Complete the SAP Appeal Form**

- a. Attach the appropriate supporting documentation. Incomplete appeal packages will be **denied**.

2. **Personal Statement**

- a. **On a separate sheet of paper**, provide a detailed, signed, personal statement explaining how the mitigating circumstances **stopped** you from making satisfactory academic progress.
- b. Describe the steps taken to prevent these circumstances from **affecting** your future academic performance.

5. Review of Federal Satisfactory Academic Progress (SAP) Policy

According to federal financial aid regulations, a student must make progress towards a degree in accordance with the school's Satisfactory Academic Progress policy. Buffalo State College's Satisfactory Academic Progress policy is available online at: <http://financialaid.buffalostate.edu/undergraduate-federal-sap-policy>

A student's federal financial aid eligibility is terminated if the minimum SAP standards are not met after the Financial Aid Warning period has ended. However, a student has a right to appeal the loss of federal financial aid eligibility if mitigating circumstances (events totally beyond the student's control) existed. **There is no appeal of the Maximum Time Frame (150%) standard.**

Students (both undergraduate and graduate) must provide the **completed** SAP Appeal Form with supporting documentation to the Academic Standards Office by the semester deadline for review.

- The SAP Appeal Committee will review your appeal package and make a determination regarding your Spring 2018 eligibility for federal financial aid. **All decisions are final.**
- Submission of this form does not guarantee the reinstatement of your federal financial aid eligibility.
- The committee can only approve an appeal if the student is able to **meet all SAP requirements** by the end of the **current semester** (payment period) or comply with the Academic Plan requirements.
- If your appeal is denied, you are responsible for all tuition expenses.

Students are **not required** to meet with an Academic Standards Office. However, a student may schedule a consultation appointment with an Academic Standards staff member for assistance in completing the appeal package or making the determination if the Academic Plan is required.

Please return completed form and supporting documentation to:

Academic Standards Office

Twin Rise 100
Buffalo State College
1300 Elmwood Avenue
Buffalo, NY 14222
Fax: (716) 878-4037