Federal Satisfactory Academic Progress (SAP) Appeal Form  
Summer 2015  
Deadline Date: Friday, July 24, 2015

Student Information:                 Cumulative GPA ☐ UGRD ______ OR ☐ GRAD ______

<table>
<thead>
<tr>
<th>Last Name, First Name:</th>
<th>Banner Number:</th>
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<td>Buffalo State E-mail Address:</td>
<td>Telephone Number (preferably Cell phone):</td>
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A. 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.

B. Certification and Signature:

By checking each box and signing my name below, I hereby acknowledge that I have read and understood the terms and conditions pertaining to the Summer 2015 SAP Appeal Form.

☐ I understand that attending summer school can impact my eligibility for federal financial aid for fall 2015 even if I do not receive aid during the summer.

☐ I understand that the SAP Appeal Committee may deny my appeal and this decision is final. I will not receive any federal financial aid until I successfully meet all SAP standards.

☐ 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’s Signature                        Date

Fed SAP Appeal Committee Use Only - Summer 2015
☐ Approved  ☐ SAP Academic Plan Attached  ☐ Denied
Reason: ........................................................................................................................................................................................................................................................................................................................................................................................................................................................

_____________________________________________  __________________
Signature:                                     Date:
C. SAP Appeal Instructions

a. Complete the SAP Appeal Form
   Attach the appropriate supporting documentation. Incomplete appeal packages will be denied.

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

D. 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](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 Summer 2015 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