



**Federal Satisfactory Academic Progress (SAP) Appeal Form  
Summer 2018  
Deadline Date: Friday, July 20, 2018**

**Student Information:** Cumulative GPA  UGRD \_\_\_\_\_ OR  GRAD \_\_\_\_\_

<b>Last Name, First Name:</b>	<b>Banner Number:</b>
<b>Buffalo State E-mail Address:</b>	<b>Telephone Number (preferably Cell phone):</b>

**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 2018 SAP Appeal Form.

- 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's Signature**

\_\_\_\_\_  
**Date**

**Fed SAP Appeal Committee Use Only - Summer 2018**

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

**Reason:**

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Revised: 05/29/18**



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**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>

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 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