# Federal Satisfactory Academic Progress (SAP) Appeal Form

**Fall 2014**  
**Deadline Date:** Friday, December 5, 2014

**Student Information:**

<table>
<thead>
<tr>
<th>Last Name, First Name:</th>
<th>Cumulative GPA</th>
<th>Banner Number:</th>
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<tbody>
<tr>
<td>Buffalo State E-mail Address:</td>
<td>UGRD _______</td>
<td>GRAD _______</td>
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<tr>
<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 Fall 2014 SAP Appeal Form.

- I understand that the SAP Appeal Committee may deny my appeal and this decision is final.
- I understand that a denial decision means that 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.

<table>
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<tr>
<th>Student’s Signature</th>
<th>Date</th>
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**Fed SAP Appeal Committee Use Only - Fall 2014**

<table>
<thead>
<tr>
<th>Approved</th>
<th>SAP Academic Plan Attached</th>
<th>Denied</th>
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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://www.buffalostate.edu/financialaid/x588.xml](http://www.buffalostate.edu/financialaid/x588.xml)
   
   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 fall 2014 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.

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**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

Revised: 5/27/14