

**Federal Satisfactory Academic Progress (SAP) Appeal Form**  
**Spring 2019**  
**Deadline Date: Friday, April 5, 2019**
**Student Information**

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

**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 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's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FEDERAL SAP APPEAL COMMITTEE USE ONLY – SPRING 2019**

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

Reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Spring 2019

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### C. 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.

### 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 Spring 2019 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