

# **Guidelines**

## **Satisfactory Academic Progress (SAP)**

### **Fall Term 2016**

#### **(Academic Year 2016-2017)**

#### **GENERAL INFORMATION**

Students who do not meet Satisfactory Academic progress (SAP) standards may not be eligible to receive financial aid. In order to be considered for full financial aid eligibility, a student must submit a petition, in writing (according to the deadline date indicated **[below]** in the Deadlines schedule). Any incomplete petitions **will not** be reviewed and returned to the student. The Petition Committee will meet at regularly scheduled times to consider SAP petitions. After the SAP Petition Committee has rendered a decision, students will be officially notified by first class mail.

#### **PROCESS**

Students have the right to petition to appeal the determination of ineligibility for financial aid. Decisions to approve or deny petitions will be based on:

1. Documentation of the extent and severity of the extenuating circumstance(s) effecting academic progress.
2. Sufficiency of the resolution of the stated circumstance(s), as indicated in the Plan of Action.
3. Recommendation(s) **[for PELL Grant Petitioners ONLY]** made by a Counseling Center (1G02) / SEEK (1C08) / SSS (3E03) / YES (1G02) or Academic Advisement (2C01) Advisor.

#### **PROCEDURE**

1. Complete the Financial Aid Petition to Waive SAP Requirements form.
2. Meet with an advisor (see Process #3 above) to develop a Plan of Action (POA) and attach the (POA) form to the petition **[for PELL Grant Petitioners ONLY]**
3. Prepare a detailed personal statement (**typed 200 words or less**)
  1. Explaining the extenuating circumstances;
  2. How you propose to resolve the deficiency that contributed to your unsatisfactory academic progress; and
  3. Attach as many of the following types of documents to support your appeal:
    - Evidence of personal illness (physician's statement, hospital records, etc.) involving hospitalization or extended confinement;
    - Evidence of death (copy of death certificate required) of an immediate family member (mother, father, child, sibling, grandparent) OR illness of an immediate family member of which you were the **primary** caretaker (include a statement from a physician, social worker, etc. indicating you as the **primary** caregiver with dates) requiring your absence from classes for an extended period of time;

- Evidence of an emotionally disabling condition (statement from a licensed physician, psychologist, social worker, etc.) that prevented you from attending classes;
  - Evidence of military duty (deployment orders)
  - Evidence of involvement with social agencies; government entities; incarceration; or similar reasons that prevented you from attending classes (**official documents with dates**);
  - Evidence (**official documents with dates**) of any other extenuating circumstances (eviction notice, divorce papers, police reports, etc.).
4. Attach your personal statement, the supporting documentation, (and a Plan of Action (POA) necessary **for PELL ONLY**) signed by your advisor (**letters from SEEK counselors will not be accepted as psychological counseling documentation**), to the Petition to Waive (SAP) Requirements form.
  5. Submit the above information packet to the Scholarship Office in room number AC-4DA1 to be reviewed for completeness and date stamped (prior to the deadline date indicated **[below]** in the Deadlines schedule).<sup>1</sup>

**CHECKLIST:**

- The Financial Aid Petition to Waive SAP Requirements form.
  - Personal Statement. (200 word or less)
  - The signed Plan of Action (POA) from an Advisor (**FOR PELL ONLY, NOT FOR TAP**).
  - All supporting documentation must include (**your name; current postal address; preferred email address; and, the last four digits of your social security number or EMPL-ID**) on all documents being submitted for review.
6. **Any late or incomplete petition packets, without supporting documentation; or those received after the deadline date below; will not be accepted and will be returned to the student.**
  7. Students will be notified by e-mail, and within 10 business days (via U.S. Postal Service first class mail) of the Petitions Committee's decision.

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<sup>1</sup> Student petitioners who do not follow the process within the specified time frame as stated in the Deadlines schedule, will not be reviewed by the committee, and may not be eligible to receive financial aid for the term. In that case, the student will be fully responsible for making tuition payments at the Bursar's Office (AC-1H01).

# DEADLINES

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## Satisfactory Academic Progress (SAP)

### Fall Term 2016

(Academic Year 2016-2017)

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Friday, May 28, 2016	End of Spring Term
Tuesday, July 5, 2016	Letters sent to student regarding SAP status
Tuesday, July 19, 2016	Deadline to contact an Advisor ( <b>See #3 under Process in Guidelines</b> ) for appointment. GPA below 2.0 go to Counseling (1G03) GPA 2.0 or above go to Advisement (2C01) SEEK / TIO SSS / TRIO YES see your Advisor
Tuesday, July 19, 2016 – Friday, August 12, 2016	Advising Appointment Period
Monday, August 15, 2016	Deadline to submit SAP Petition, time stamped by 5:00 p.m. in the Scholarship Office, Room AC-4DA1
Wednesday – Friday August 17-19, 2016	SAP Committee meets to review petitions
Monday, August 22, 2016	OAA begins mailing notifications of decisions to students ( <b>note: allow up to 8 business days from this date to receive your letter</b> )
Friday, September 9, 2016	Deadline to submit appeals to the Provost ( <b>appeals must be time stamped by 5:00 p.m.</b> )
Friday, September 16, 2016	Provost makes final determination on appeals
Tuesday, September 20, 2016	Notification of Provost's decision sent to student ( <b>note: allow up to 8 business days from this date to receive your letter</b> )

#### **ALL APPEAL DECISIONS BY THE PROVOST ARE FINAL**

Student petitioners who do not follow the process within the specified time frame as stated in the Deadlines schedule, will not be reviewed by the committee, and may not be eligible to receive financial aid for the term. In that case, the student will be fully responsible for making tuition payments at the Bursar's Office (AC-1H01).

## SATISFACTORY ACADEMIC PROGRESS PETITION FORM

Student's Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

Current Address: \_\_\_\_\_

York College is required to monitor whether or not a student is maintaining Title IV Satisfactory Academic Progress (SAP) in their course of study compliant with federal and state regulations. Students who have been denied federal and/or state aid because they have not met the requirements of the SAP policy are offered the opportunity to submit a petition to be considered for a financial aid probationary status.

In some cases, a student's failure to be in compliance with SAP is due to unforeseen events beyond the student's control. If such extenuating circumstances can be documented for the specific semester(s) when the deficiencies occurred, the student may initiate the petition process. Completion of this process does not guarantee that your financial aid eligibility will be reinstated. You are responsible for payment of your tuition regardless of your financial aid status. It is also your responsibility to be aware of all York College registration and payment deadlines.

I am petitioning to waive satisfactory progress block for:  FEDERAL AID (Pell)  STATE AID (TAP)  BOTH  
 due to:  Personal Tragedy (immediate family member's death)  Illness or injury  Change in Academic Program  Military Duty

**SAP Petition Process Instructions:** The Committee on Academic Standing Office must receive your full Petition Package at the same time.

I. In order to change any decision regarding your financial aid status, you must complete this form to request an exception to the Satisfactory Academic Progress (SAP) Policy Committee for SAP Appeals. Your appeal package **must** include the following items to be considered complete (incomplete petitions will not be considered):

- This appeal form initialed, signed and dated.
- A detailed, signed personal statement explaining the circumstances that caused you to fall below the minimum academic requirements for financial aid (statement must be typed and attached to this form). **It is assumed by the Committee for SAP Appeals that any student filing an appeal is doing so based upon the need for financial aid. Therefore, do not discuss your need for financial aid as part of your rationale for reinstatement of Federal or State Financial Aid.**

This statement should include:

1. the date(s) the circumstance occurred (i.e., one time, on-going, duration),
2. how this circumstance affected you personally and academically,
3. steps you have taken to resolve your circumstances and confirmation that they have been resolved.
4. an explanation of your ability to return to college and be successful.

*Documentation from an impartial third party (not a family member, friend, or roommate). Examples of third party documentation include notes from a physician, a licensed professional counselor, a lawyer, a social worker, police, courts, employer, or death certificate, divorce decree, eviction notice, etc.*

- **Documentation:**
  - must include the name of the person providing the statement and their relationship to the student,
  - must support the claims made in your detailed personal statement,
  - should confirm your ability to return to college and be successful; and
  - must be signed, dated and stamped on original letterhead.

II. Complete **Individualized Academic Plan for Satisfactory Academic Progress Appeal** (see reverse page) form with an Academic Advisor. Please refer to "Deadlines" form to make an appointment with the Academic Advisor.

III. You must submit your full SAP Petition form to the Committee on Academic Standing Office (4DA1) by meeting the "Deadlines".

IV. I am requesting aid for the following semester  FALL 2016

### Student Certification

**Read the following statements carefully. Your initials and signature certify that you have read and understand all the information on this form.**

Student Initials	Statement
	I am responsible for paying my tuition in full and on time, regardless of financial aid or the status of this petition form. I understand failure to pay my tuition and/or fees may result in additional fees as well as my classes being dropped. I am responsible for any late fees or charges I incur as a result of not paying my tuition in full or on time.
	I understand that if my appeal is granted I must meet SAP standards in my next payment period or adhere to the academic plan as established by my academic advisor to meet SAP standards in my next two payment periods. I understand that I will forfeit financial aid if I do not adhere to my academic plan.
	I understand that I may only submit ONE petition in my academic career and certify that I have not received a previous approved appeal at any College for TAP Satisfactory Academic Progress.
	I understand that it is my responsibility to check the York e-mail account that I provided above to obtain the status of the outcome of my appeal. I understand the decision determined by the Committee of SAP Petitions may be appealed to the Provost.

Student's Signature: \_\_\_\_\_

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

## Individualized Academic Plan for Title IV (Federal Pell) Satisfactory Academic Progress Petition

**This form must be completed and signed by your respective academic advisor.**

Student's Name: _____		Social Security (Last 4 digits) _____ Emplid : _____	
Telephone # _____		York e-mail: _____	
Current Cumulative GPA _____		Attempted Credit _____	Earned Credit _____
Exceeded 150% of Program Length? YES	NO	Degree program _____	Major _____
Academic Advisor Name: _____		Ext# _____	
Academic Advisor's Comment: _____			

**PART I –Individual Counseling Session suggested academic plan.**

**Plan 1-** Academic SAP standards can be regained mathematically in one semester? Circle: YES or NO

If YES, complete table below with individualized academic plan detailing required courses, credit hours and projected GPA. If NO, proceed to Plan 2.

Alternative Course(s)	Semester: Fall 2016	Credit Hours	Targeted Grades
<b>FINAL TOTAL</b>			<b>Minimum GPA</b>   _____

**Plan 2.** Academic SAP standards can be regained mathematically in two semesters? Circle: YES or NO

If YES, complete table below with course information, credit hours and projected GPA. If NO, proceed to Part II.

Alternative Course(s)	Semester: Fall 2016	Credit Hours	Projected Grades
<b>TOTAL</b>			<b>Minimum GPA</b>   _____
Alternative Course(s)	Semester: Spring 2017	Credit Hours	Projected Grades
<b>TOTAL</b>			<b>GPA:</b>   _____
<b>FINAL TOTAL</b>			<b>Minimum GPA</b>   _____

**PART II-Certification of SAP standards and Academic Plans**

Student has opportunity to regain SAP standards in Plan 1	Circle: YES or NO
Student has opportunity to regain SAP standards in Plan 2	Circle: YES or NO
Student is unable to meet SAP standards in either plan.	Circle: YES or NO

**NB: Students who fail to meet the Academic Plan requirements for Title IV at the end of the semester will automatically lose their Pell for the following semester.**

Academic Advisor's Signature: \_\_\_\_\_

Initial Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Initial Date: \_\_\_\_\_

Academic Advisor's Signature: \_\_\_\_\_

End Semester Review Date: \_\_\_\_\_

# New York State Satisfactory Academic Progress Guidelines

Qualifying for state aid requires that students meet several requirements. State guidelines require that students meet certain grade and course completion standards. The following information can assist you in planning your course schedule, deciding whether to drop a course or investigating how you can finance your education. For updated information on Satisfactory Academic Progress and the process to file a petition to waive Satisfactory Academic Progress requirements please refer to the website at [www.york.cuny.edu/finaid](http://www.york.cuny.edu/finaid) and select Satisfactory Academic Progress.

## **State Satisfactory Academic Progress Guidelines**

### **\*TAP/APTS PROGRESS/PURSUIT CHART**

Applies to students first receiving aid in 2007-08 through and including 2009-10 and remedial students first receiving aid in 2007-08 and thereafter.

<b>1)Before Being Certified For This Payment</b>	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth
<b>2)To Meet Program Pursuit Standards</b> A student must have completed this percentage of 12 equated credits if full-time, or this percentage of entire course load if part-time	0	50%	50%	75%	75%	100%	100%	100%	100%	100%
<b>TAP payment points to be accrued</b>	6	12	18	24	30	36	42	48	54	60
<b>3)To Meet Academic Progress Guidelines</b> A student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
<b>4)With at least this grade point average</b>	0	1.10	1.20	1.30	2.00	2.00	2.00	2.00	2.00	2.00

Applies to non-remedial students first receiving aid in 2010-11 and thereafter (New Standards in Proposed Budget).

<b>1)Before Being Certified For This Payment</b>	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth
<b>2)To Meet Program Pursuit Standards</b> A student must have completed this percentage of 12 equated credits if full-time, or this percentage of entire course load if part-time	0	50%	50%	75%	75%	100%	100%	100%	100%	100%
<b>TAP payment points to be accrued</b>	6	12	18	24	30	36	42	48	54	60
<b>3)To Meet Academic Progress Guidelines</b> A student must have accrued at least this many credits	0	6	15	27	39	51	66	81	96	111
<b>4)With at least this grade point average</b>	0	1.50	1.80	1.80	2.00	2.00	2.00	2.00	2.00	2.00

Note: 100% means a completion of twelve (12) full-time credits for the semester.

\*The TAP C-average regulation requires that a student must have a C average (2.00) prior to receiving their 5th TAP semester. Transfer student who have received two or more years of TAP are eligible for TAP in their initial term at York but must meet the C average requirement thereafter.

Students who fail to meet the state standards will be notified and informed of their right to petition to waive satisfactory academic progress requirements.

Petitions to waive SAP requirements will be mailed to students or can be obtained at the Financial Aid Office. Conditions/Restrictions for the petitions are:

- Must have a good overall record with academic difficulties concentrated in one term.
- An appeal must be based on circumstances outside the College, such as a car accident or an eviction.
- The reason must be extenuating, extraordinary, or unusual. Normal family responsibilities, work, fear of failing a class do not meet this standard.
- Documentation MUST be provided to support a waiver request.

*All undergraduate students records (whether aid recipients or not) will be measured against the State SAP components at the end of each term to determine eligibility for receipt of State Tuition Assistance Program in the upcoming semester.*

# Federal Satisfactory Academic Progress Guidelines

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Qualifying for federal aid requires that students meet several requirements. Federal guidelines require that students meet certain grade and course completion standards. The following information can assist you in planning your course schedule, deciding whether to drop a course or investigating how you can finance your education. For updated information on Satisfactory Academic Progress and the process to file a petition to waive Satisfactory Academic Progress requirements please refer to the website at [www.york.cuny.edu/finaid](http://www.york.cuny.edu/finaid) and select Satisfactory Academic Progress.

## ***Federal Satisfactory Academic Progress Guidelines (as of May 24, 2013)***

In order to continue to receive Title IV Federal Student Assistance, an **undergraduate student** must have:

1. Achieved at least the GPA required for probationary status at York College

Credits Attempted	Minimum GPA
.5	1.50
13-24	1.75
25- upward	2.00

2. Attempted no more than 150% of the credits normally required for completion of the degree.
3. Accumulated (or earned) credits must be equal to or greater than a certain percentage of the total credits attempted according to the following:

<b>Attempted Credits</b>	15	30	45	60	75	90	105	120	135	150	165	180
<b>Earned Credits</b>	0	5	16	27	42	50	63	72	84	95	108	117

In order to continue to receive Title IV Federal Student Assistance, a **graduate student** must have:

1. Achieved at least the GPA required for good academic standing at York College
2. Attempted no more than 150% of the credits normally required for completion of the degree.
3. Accumulated credits equal to or greater than two-thirds the cumulative credits attempted.

***Students will be measured against the satisfactory academic progress standard at the end of the spring term to determine eligibility for the receipt of the Title IV student financial assistance for the upcoming year. Students who fall beneath the conditional standard may petition to the Petition Committee to retain their eligibility for receipt of Title IV Federal Student Assistance. These appeals will be evaluated for mitigating.***