



2020-2021 Satisfactory Academic Progress (SAP) Form

Student's Name:

Last Name

First Name

Middle initial

Address

E-mail:

Telephone :

Requesting Aid for:

Year:

CUNY EMPL I.D:

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 (check ONE or BOTH):

Please Note: Students may petition for both Pell and TAP in the fall. Students may only petition for TAP in the Spring.

- FEDERAL AID (Pell)
- STATE AID (TAP)

Due to (check only ONE of the following):

- Personal Tragedy (i.e. accident, death, eviction, incarceration, etc.)
- Illness or injury
- Change in Academic Program/Major in Semester
- Military Duty

SAP PETITION PROCESS INSTRUCTIONS:

1. **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 petitions. Your petition package must include the following items to be considered complete (incomplete petitions will not be considered):**
 - a. **This appeal form initialed, signed and dated.**
 - b. **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 Petitions that any student filing a petition 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 a clear reason for your specific request related to the box checked box above such as:

- **The date(s) the circumstance occurred (i.e., one time, or on-going, and the duration).**
- **How this circumstance affected you personally and academically.**
- **Steps you have taken to resolve your circumstances and confirmation that they have been resolved.**
- **An explanation of your ability to return to college and be successful.**

2. Documentation **must be** from an impartial third party (not a family member, friend, or roommate). Examples of third-party documentation include: official letter from a physician, a licensed professional psychologist, social worker or counselor, an employer, police or court reports, 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.
- Must be an **original document** signed, dated and stamped on **official** letterhead.

3 Complete Individualized Academic Plan for Satisfactory Academic Progress Petition (see reverse page) form with advisor/counselor **[for PELL ONLY]**. Please refer to **the** “Deadlines” form to make an appointment with advisor/counselor.

4 Submit full SAP Petition form to the Committees on Academic Standing and SAP Petitions secure portal using the following link: documents.york.cuny.edu/osas



Student Certification for State Aid (TAP)

Read the following statements carefully. Your initials (in the small gray text boxes) and signature certify that you have read and understand all the information on this form.

| 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 on SAP Petitions may be appealed to the Provost. |

Student's Signature:

Date:

Advisor/Counselor's Printed Name:

Date:

Advisor/Counselor's Signature:

| | |
|------------------------------|---|
| Student's Information | |
| Name: | <i>York Email:</i> |
| Telephone#: | Social Security # (last 4 digits): |
| EMPL ID: | Attempted Credit: |
| Current Cumulative GPA: | Exceeded 150% of Program Length? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Earned Credit: | Major: |
| Degree Program: | |

| |
|--|
| Advisor/Counselor's Information |
| Name |
| Extension: |
| Location: |
| Advisor/Counselor's Comment: |

PART I - Individual Counseling Session suggested academic plan.

Plan 1 - Academic SAP standards can be regained mathematically in one semester? **Select:** YES or NO
 If YES, complete table below with individualized academic plan detailing required courses, credit hours and targeted GPA.
 If NO, proceed to Plan 2.

| Alternative Semester: Course(s) | Credit Hours | Targeted Grades |
|---------------------------------|--------------|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| Final Total | | Minimum GPA |

Plan 2. Academic SAP standards can be regained mathematically in two semesters? **Select:** YES or NO.
 If YES, complete table below with course information, credit hours and projected GPA. If NO, proceed to Part II.

| Alternative Semester: Course(s) | Credit Hours | Targeted Grades |
|---------------------------------|--------------|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| Final Total | | Minimum GPA |
| Alternative Semester: Course(s) | Credit Hours | Targeted Grades |
| | | |
| | | |
| | | |
| | | |
| Total | | GPA |
| Final Total | | Minimum GPA |

DEADLINES

Satisfactory Academic Progress (SAP)

2020-2021 Year Petition (**Pell & TAP**)

| | |
|---------------------------------|---|
| Friday, May 22, 2020 | End of Spring Term |
| Thursday, July 4, 2020 | HOLIDAY - College is Closed |
| Monday, July 13, 2020 | Notification sent to student regarding SAP status |
| Thursday, July 30, 2020 | Deadline to contact an Advisor/Counselor for appointment. |
| June 14, 2020 – August 13, 2020 | Advising Appointment Period |
| Friday, August 14, 2020 | Deadline to submit SAP Petition, time stamped by 3:00 p.m. in the Office of Student Academic Services Secure Portal |
| August 17 – August 19, 2020 | SAP Committee meets to review petitions |
| Friday, August 21, 2020 | Office of Student Academic Services (OSAS) begins <u>Emailing</u> notifications of decisions to students |
| Monday, August 24, 2020 | Deadline to submit appeals to the Provost. Submit to the Office of Student Academic Services (OSAS) Secure Portal |
| Tuesday, August 25, 2020 | Provost makes final determination on appeals |
| Wednesday, August 26, 2020 | Notification of Provost's decision sent to student via <u>Email</u> |

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).