



## Satisfactory Academic Progress (SAP)

### DEADLINES

### 2025-2026 Year Petition (**Pell & TAP**)

Thurs., May 22, 2025	End of Spring 2025 Term
Week of June 30, 2025	Notification sent to student regarding SAP status (tentative)
Friday, August 9, 2025	<b>Deadline to submit SAP Appeal to OSAS Secure Portal</b> <a href="https://documents.york.cuny.edu/login?return_url=/osas/add?type=osas_docs">https://documents.york.cuny.edu/login?return_url=/osas/add?type=osas_docs</a>
Week of August 11, 2025	SAP Committee begins reviewing appeal (tentative)
During the week of August 18, 2025	SAP Appeal decisions sent to students via OSAS Secure Portal (tentative)
Tues., August 26, 2025	First day of Fall 2025 classes

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#### ALL 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 above, may 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).

York College | Satisfactory Academic Progress (SAP) Guidelines, and Deadline Schedule | Revised: 6/26/2024

**All documents must be submitted to the OSAS Secure Portal or they will not be reviewed:**

[https://documents.york.cuny.edu/login?return\\_url=/osas/add?type=osas\\_docs](https://documents.york.cuny.edu/login?return_url=/osas/add?type=osas_docs)



## **2025-2026 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 must be 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 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 includes: 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 form with advisor/counselor **[for federal aid only such as Pell Grant, Direct Loans, FSEOG, and FWS]**. Please refer to the “Deadlines” form to make an appointment with advisor/counselor.

Submit full SAP Petition form to the Committees on Academic Standing and SAP Petitions secure portal using the

4 following link: [documents.york.cuny.edu/osas](https://documents.york.cuny.edu/osas)

Students enrolling for a second baccalaureate or graduate degree will have their pace of progression status initialized for purposes of satisfactory academic progress measurement by using the number of credits determined to be acceptable toward the degree as both the student’s cumulative attempted credits and cumulative earned credits.

Other than having eligibility restored through filing a successful appeal, a student on financial aid suspension may regain eligibility only by taking action that brings him or her into compliance with the appropriate progress standard. The mere passage of time is insufficient to restore Title IV eligibility to a student who has lost eligibility due to not meeting the SAP standard. Therefore, student may not re-establish eligibility solely by leaving the institution for at least one year because this action, by itself, would not bring the student into compliance for title IV SAP.

Students who choose to remain enrolled without receiving Title IV aid may request a review of their academic record after any term in which they were on financial aid suspension to determine if they were able to re-attain the appropriate standard.

## Satisfactory Academic Progress (SAP) Petition

### Academic Plan of Action for Title IV aid (Federal Pell, Loan, SEOG, FWS, TEACH)

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

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

Advisor/Counselor's Information
Name (please print):
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 Course(s)	Semester:	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 Course(s)	Semester:	Credit Hours	Targeted Grades	
TOTAL			Minimum GPA	
Alternative Course(s)	Semester:	Credit Hours	Targeted Grades	
TOTAL			GPA:	
FINAL TOTAL			Minimum GPA	

#### PART II - Certification of SAP standards and Academic Plans (Review/Follow-up)

Student has opportunity to regain SAP standards in Plan 1	Select: <input type="checkbox"/> YES or <input type="checkbox"/> NO
Student has opportunity to regain SAP standards in Plan 2	Select: <input type="checkbox"/> YES or <input type="checkbox"/> NO
Student is unable to meet SAP standards in either plan.	Select: <input type="checkbox"/> YES or <input type="checkbox"/> NO

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

Advisor/Counselor's Signature: \_\_\_\_\_ Initial Session Date: \_\_\_\_\_  
 Student's Signature: \_\_\_\_\_ Initial Session Date: \_\_\_\_\_  
 Advisor/Counselor's Signature: \_\_\_\_\_ End Semester Review Date: \_\_\_\_\_



### 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:

# 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:

Attempted Credits	15	30	45	60	75	90	105	120	135	150	165	180
Earned Credits	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.***

# 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 1 2 equated credits if full-time, or this percentage of entire course load if part-time	0	50%	50%	75%	75%	100%	1 00%	1 00%	1 00%	1 00%
<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	1 05
<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 1 2 equated credits if full-time, or this percentage of entire course load if part-time	0	50%	50%	75%	75%	100%	1 00%	1 00%	1 00%	1 00%
<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.*

# YORK COLLEGE

# SAP

(Satisfactory Academic Progress)

# APPEAL WORKSHOP

July 1, 2025 12-1pm

July 16, 2025 1-2pm

July 22, 2025 3-4pm

July 31, 2025 12-1pm

## Join us in AC-4D01

Please note: All days and times are subject to change. If there is schedule change, room change, or time change, you will be notified through your York College and/or preferred email address.



Come learn about SAP  
Appeals and how to fill out  
your application.

Any questions? Please email [sapsupport@york.cuny.edu](mailto:sapsupport@york.cuny.edu)