

DEADLINES

Satisfactory Academic Progress (SAP)

Spring 2025 Petition (TAP)

Sat., December 21, 2024	End of Fall Term
Week of January 20, 2025	Notification sent to student regarding SAP status (tentative)
Sat., January 25, 2025	First day of Spring 2025 classes
Friday, March 7, 2025	Deadline to submit SAP Appeal to OSAS Secure Portal https://documents.york.cuny.edu/login?return_url=/osas/add?type=osas_docs
Week of March 10, 2025	SAP Committee begins reviewing petitions (tentative)
During the week of March 17, 2025	Begin sending SAP Appeal decisions to students via OSAS Secure Portal (tentative)



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.

York College | Satisfactory Academic Progress (SAP) Guidelines, and Deadline Schedule | Revised: 12/18/2025

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

EMPL ID: _____

SATISFACTORY ACADEMIC PROGRESS (SAP) PETITION FORM
SPRING 2025– STATE AID

Student's Name: _____
Last First Middle Initial

Address _____

York E-Mail _____ Telephone (Cell): _____

➤ **Requesting State Aid Reinstatement for Semester:** **SPRING 2025** **Academic Year:** **2024-2025**

New York State guidelines require that students meet certain grade and course completion standards to be eligible for aid. Students must make Satisfactory Academic Progress toward their degrees, as defined by New York State, to continue to receive New York State aid TAP and APTS. For New York State aid, “Satisfactory Academic Progress” consists of two elements: academic progress and pursuit of program. Academic progress is a measure of earning credits toward a degree with a specified grade point average. Pursuit of program is a measure of the student’s degree completion.

York College is required to monitor whether or not a student is maintaining NYS Satisfactory Academic Progress (SAP) in their course of study compliant with state regulations. Students who have been denied 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 comply 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.

Please Note: Students may petition for both federal & state aid in the fall semester. Students may only petition for TAP in the spring semester.

I am petitioning to waive satisfactory progress block for state aid TAP

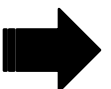
Due to (check ONE of the following ONLY):

- 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

The [SAP/OSAS Office](#) must receive your **FULL PETITION PACKAGE** at once.

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 and submit the petition to the Committee for SAP petitions. Your petition package **must** include the following items to be considered complete:
 - a. This appeal form is 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 State Financial Aid.**



EMPL ID: _____

This statement should include a clear reason for your specific request related to the box checked above:

- The date(s) the circumstance occurred (i.e., one time, or ongoing, and the duration).
- How has 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.

Documentation must be from an impartial third party (not a family member, friend, or roommate). Examples of third-party documentation include: an official letter from a physician, a licensed professional psychologist, a social worker or counselor, an employer, police or court reports, a death certificate, a divorce decree, an 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.

2. Submit the full SAP Petition form online to the Office of Student Academic Services at [OSAS Secure Portal](#).

Student Certification for State Aid (TAP / APTS)

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 that 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 previously received an 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: _____

Advisor/Counselor's Signature: _____ Date: _____

New York State Satisfactory Academic Progress Guidelines

Undergraduate students must make satisfactory academic progress towards the completion of your degree in order to remain eligible for state and federal financial aid.

Satisfactory Academic Progress for New York State Financial Aid Programs

- Attain a minimum GPA as specified in the chart below for each payment requested.
- You are allowed a total of 48 TAP points for your entire undergraduate degree. You use 6 points for every full-time TAP payment. For some special programs you can earn up to 10 semesters and 60 allowed a total of 60 points.
- You must be enrolled full-time, that is, enrolled for at least 12 credits or equated credits that meet the requirements of your curriculum/major.
- In your first TAP semester, you must be taking at least 3 degree credits as part of your full-time course load. You must take a minimum of 6 degree credits every semester after your first TAP payment.
- If you repeat a course that you previously passed, you may not count the repeated course towards full-time enrollment for TAP purposes. If you repeat a course that you previously failed, you may include that course towards full-time enrollment for TAP purposes.
- Remedial courses may be counted toward either full-time or part-time enrollment for TAP purposes. However, to qualify for TAP, you must always be registered for a certain number of degree credit courses.
- To receive TAP payments you must make academic progress towards a degree. The minimum academic requirements are indicated in the charts below.

New York State Satisfactory Academic Progress Charts

Baccalaureate Program: Students First NYS Award Payment in 2010-11 and After – non-remedial										
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th**	10th**
A Student Must Have Accrued at Least This Many Credits	0	6	15	27	39	51	66	81	96	111
With at Least This Grade Point Average	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

Baccalaureate Program: students first receiving aid in 2007-08 through and including 2009-10 and SEEK/CD and Remedial Students first receiving aid in 2007-08 and after										
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th**	10th**
A Student Must Have Accrued at Least This Many Credits	0	3	9	21	33	45	60	75	90	105
With at Least This Grade Point Average	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

ADA (American with Disability Act)

Beginning with the 2015-16 academic year, for ADA students who received their first state award during the 2010-11 academic year and thereafter and who are enrolled less than full-time, good academic standing will be determined using new SAP standards which does not modify the requirements for disabled students, but aligns them to be equivalent with those required of full-time students.

Program: Baccalaureate Program										
Calendar: Semester 2015-16 and thereafter (ADA Part-time students)										
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A Student Must Have Accrued at Least This Many Credits	0	3	9	21	33	45	60	75	90	105
With At Least This Grade Point Average	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

NOTE: This sample standard of satisfactory progress is referred to throughout the preceding guidelines. Generally it would be used to determine continuing eligibility for State support of students who have no "special circumstances." The progress of students with special circumstances, such as those who have transferred from another institution or have used their waiver, must be monitored on an adjusted schedule.

YORK COLLEGE

SAP

(Satisfactory Academic Progress)

APPEAL WORKSHOP

February 11, 2025 12pm-2pm

February 20, 2025 12pm-2pm

February 25, 2025 12pm-2pm

March 6, 2025 12pm-2pm

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 email address.



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

Any questions? Please email sapsupport@york.cuny.edu