

**Appeal Form**  
**Satisfactory Academic Progress**  
**Financial Aid Ineligibility**

**DEADLINE is the mid-point of the term for which you are requesting funding.**

**Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**Semester** (circle one): Fall Summer Spring **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_

Federal Aid Programs include Work-Study, Pell Grants, Supplemental Grants, Perkins Loans, Direct Student Loans, and Direct Parent Loans. Students who are ineligible for federal aid due to unsatisfactory academic progress may appeal for a waiver if they are below the maximum time frame for federal aid. A waiver is only valid for one semester. By the end of this semester, students must satisfy all academic standards in order to be eligible for federal aid again.

Waivers are warranted under extraordinary and unusual circumstances beyond the control of the student that had an inevitable impact on academic performance. The student must thoroughly and comprehensively document the circumstances in writing from credible sources. There must also be a reasonable expectation that the student will meet all future requirements.

Please follow the instructions below for submitting an appeal. There are three sections that must be submitted: cover page, narrative, and supporting documentation. After reviewing the appeal, the Financial Aid Office will notify the student in writing regarding the appeal outcome. Allow two to three weeks for notification.

**Cover Page**

1. Include this page as the first page of the appeal.

**Narrative (maximum of one page)**

1. Describe the extraordinary and unusual circumstances that were beyond your control.
2. Explain how this contributed toward your failure to maintain satisfactory academic progress.
3. Describe your plan to repair your academic record and satisfy all academic standards again.
4. You, the student, must sign and date the narrative.

**Supporting Documentation (must be included or the waiver will not be granted)**

1. Include documentation from credible sources that supports your narrative (ex. Note from physician)
2. Include documentation that supports your plan to satisfy all minimum standards again (ex. Note from an academic advisor)
3. Documentation must show that there has been a significant change such that you are now capable of succeeding in your academic pursuit.

If you have any questions, please feel free to contact out office at (315) 267-2162. An appeal must be completed in addition to the requirements of any other university department or program.

Submit all three sections of the appeal to the Financial Aid Office at:  
Financial Aid Office, SUNY Potsdam, 44 Pierrepont Ave., Potsdam, NY 13676  
Phone: (315) 267-2162 Fax: (315) 267-3067