SUNY Potsdam Financial Aid
315/267-2162 (tel) - 315/267-3067 (fax) – finaid@potsdam.edu

Is your SAP Status “Over Credit Hours” or Mathematically Impossible”?
Satisfactory Academic Progress (SAP) Appeal for Federal Financial Aid
http://www.potsdam.edu/admissions/financial/SAP.cfm

Your Name: ________________________________  ID#: __________________  Date: _______________

You are ineligible for federal aid if you do not make satisfactory academic progress towards your degree. You may receive federal aid only as long as you earn your first Bachelor’s degree within 150% of the time required to do so (usually between 182 and 186 attempted Credit Hours - see above website for details). To appeal the loss of your financial aid, you must submit a SAP Appeal to the Financial Aid Office. If your appeal is approved you will be on an Academic Plan of Action which will specify the terms of your approval.

1. What happened - what is your plan to graduate:

   Your satisfactory academic progress (SAP) appeal explanation must include the following:
   
   Explain what happened
   Why are you unable to graduate within the required number of attempted Credit Hours?

   Explain what your plan is to graduate
   What specific required classes do you still need to complete your first Bachelor’s degree? You must include your anticipated graduation date. Do not include courses needed for double major or minors.

   If this not your first appeal:
   Your explanation statement must include new information about what has changed since your last appeal.

2. Tips for writing your appeal explanation statement:

   Admit the problem

   Take a hard look at your situation to determine what has kept you from making satisfactory academic progress. Perhaps you had personal or medical issues that interfered with completing your degree on time. Disclose the problem, provide documentation, and explain how you will graduate without delay.

   Note: Academic amnesty, changing your major, lack of awareness of withdrawal policies, requirements for satisfactory academic progress or unpreparedness for college coursework will not be accepted as reasons for the purpose of an appeal.

   Attach any relevant supporting documentation

   This may include a doctor’s statement, copy of hospital/urgent care/physician’s bill, obituary, funeral notice or death certificate.
3. **Valid reasons for an SAP appeal:**

Valid reasons for an appeal include:
- medical emergencies
- severe health issues
- severe personal or family problems
- financial or personal catastrophe
- return for a second degree or certificate

**Example of a valid explanation statement:**

Date: January 22, 2018  
Name: Stew Dent  
Student ID: P00111999  
RE: SAP Appeal Explanation Statement

**What happened:**
I was involved in a car accident on October 12, 2015. I was in the hospital for two weeks because of a broken leg. Then I needed to have physical therapy every day for six weeks. This interfered with my ability to attend classes on a regular basis. I was unable to complete the fall 2015 semester and this affected my academic progress.

**What has changed:**
My leg has healed and I feel confident that I am able to continue my coursework. I will also work with my adviser and professors to repeat the classes I failed in the fall, and will use my planner to stay on track.

Attached is documentation verifying my accident and that I have contacted my adviser:
- A note from my doctor showing that I was under his care during the above time, and why. The note also shows that my doctor released me to return to school on January 1, 2016.
- A copy of my hospital bill showing the dates of my stay.
- A statement from my physical therapist showing my therapy schedule.
- A note from my adviser confirming our meeting schedule for the spring semester.

4. **How to appeal:**

Your appeal **must include**:
- This form with your name, Potsdam ID number, date of your appeal, **AND**
- Narrative/explanation statement (see example), including your plan for the next semester(s), **AND**
- Supporting documentation, **AND**
- A statement from your adviser with specific courses still **required** for your degree as well as your anticipated graduation date.

If approved you and your adviser will be required to complete and sign an Academic Plan-of-Action.