



SUNY Potsdam One Stop/Financial Aid

Phone: (315) 267-2943 - Fax: (315) 267-3067 – onestop@potsteam.edu

Is your SAP Status “Unsatisfactory” or “Failed Probation” with new circumstances?

Satisfactory Academic Progress (SAP) Appeal for Federal Financial Aid

<https://www.potsdam.edu/admissions/financial-aid/satisfactory-academic-progress-sap>

Your Name: _____ ID#: _____ Date: _____

You are ineligible for federal aid if you do not make satisfactory academic progress towards your degree (see above website). **To appeal the loss of your federal financial aid, you must submit a SAP Appeal to the Financial Aid Office before the end of the first week of the semester you are appealing your SAP status.**

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 has changed:

Your satisfactory academic progress (SAP) appeal explanation must include the following:

Explain what happened

Why were you unable to maintain satisfactory progress?

Explain what has changed

What corrective measures have you taken or will you take to achieve and maintain satisfactory academic progress?

If this is not your first appeal:

Your explanation statement must include information about what circumstances have 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 need help with time management or study skills. Admit the problem and explain how you will get that help. If over or nearing maximum credits, indicate the courses you still need to graduate and your anticipated graduation date.

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 a 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

Your SAP appeal may be denied if you:

- have a pattern of poor performance
- failed SAP probation and are appealing for a second time with a reason that is substantially the same as for the first appeal

Example of a valid explanation statement:

Date: January 22, 2019

Name: Stew Dent

Student ID: P00223344

RE: SAP Appeal Explanation Statement

What happened:

I was involved in a car accident on October 12, 2018. 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 2018 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, 2019.
- 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**:

1. This form with your name, Potsdam ID number, date of your appeal, AND
2. Narrative/explanation statement (see example), including your plan for the next semester(s), AND
3. Supporting documentation.

5. Submit completed appeals before the end of the first week of the semester you are appealing your SAP status. You must upload your completed appeal form and documentation to our secure file drop location at <https://filedrop.potsdam.edu/finaid>

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