



SUNY Potsdam One Stop/Financial Aid

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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 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 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 is 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 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

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.

📄 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.

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