

Satisfactory Academic Progress (SAP) Guidelines and Deadline Schedule

GENERAL INFORMATION

Students who do not meet Satisfactory Academic Progress (SAP) standards may not be eligible to receive financial aid. In order to be considered for full financial aid eligibility, a student must submit a petition, in writing (according to the deadline date indicated [below] in the Deadlines schedule). Incomplete petitions will not be reviewed and will not be returned to the student. The Committee on Satisfactory Academic Progress (CSAP) will meet at regularly scheduled times to consider SAP petitions. After CSAP has rendered a decision, students will be officially notified by first class mail.

PROCESS

Students have the right to petition to appeal the determination of ineligibility for financial aid. Decisions to approve or deny petitions will be based on:

- Documentation of the extent and severity of the extenuating circumstance(s) effecting academic progress.
- 2. Sufficiency of the resolution of the stated circumstance(s), as indicated in the Plan of Action.
- 3. Recommendation(s) [for Title IV Grant Petitioners ONLY] made by one of the following offices
 - a. Counseling Center (AC-1G03)
 - b. SEEK (AC-1C08)
 - c. ACE (AC-3E03)
 - d. TEACH (AC-1D12)
 - e. Academic Advisement Advisor (AC-2C01)

PROCEDURE

- 1. Complete the <u>Financial Aid Petition to Waive SAP Requirements</u> form.
- 2. Meet with an advisor/counselor to develop a <u>Plan of Action (POA)</u> and attach the (POA) form to the petition [for Title IV Grants ONLY]
- 3. Prepare a detailed personal statement (typed 200 words or less) explaining:
 - a. The extenuating circumstances;
 - b. How you propose to resolve the deficiency that contributed to your unsatisfactory academic progress; and
 - c. Attach as many of the following types of documents to support your appeal.
 - Evidence of personal illness (physician's statement, hospital records, etc.) involving hospitalization or extended confinement;
 - Evidence of death (copy of death certificate required) of an immediate family member (mother, father, child, sibling, grandparent) or illness of an immediate family member of which you were the primary caretaker (must include a statement from a physician, social worker, etc. indicating your primary caretaking role with dates) requiring your absence from classes for an extended period of time;
 - Evidence of an emotionally disabling condition (must include a statement from a licensed physician, psychologist, social worker, etc.) that prevented you from attending classes;
 - Evidence of military duty (attach deployment orders);

- Evidence of involvement with social agencies; government entities; incarceration; or similar reasons that prevented you from attending classes (attach official documents with dates);
- Evidence (attach official documents with dates) of any other extenuating circumstances (eviction notice, divorce papers, police reports, etc.).
- 4. Attach your personal statement, the supporting documentation, (and a <u>Plan of Action (POA)</u> necessary for PELL GRANTS ONLY) signed by your advisor/counselor (**signatures and letters from SEEK Advisors will not be accepted**), to the Petition to Waive (SAP) Requirements form.
- 5. Submit the above information packet online to the Office of Academic Student Services (OSAS). For additional assistance in completing the appeal application, please try to attend one of the offered workshops or email OSAS@york.cuny.edu. DO NOT slip petitions under the door after hours or leave them unattended on the counter. Those found or not found or left unattended will be considered not delivered and not presented to the committee. Petitions must be submitted online on the deadline date.¹

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The Financial Aid Petition to Waive SAP Requirements form.
Personal Statement (200 words or less).
The signed Plan of Action (POA) from your Advisor/Counselor (FOR PELL ONLY, NOT FOR TAP).
All supporting documentation must include (your name, your EMPLID, and the last four digits of
your social security number) on all documents being submitted for review.

6. Students will be notified within 10 business days (via email) of the Committee's decision.



Satisfactory Academic Progress (SAP)

DEADLINES

2024-2025 Year Petition (Pell & TAP)

Wed., May 22, 2024

Week of June 24, 2024

Friday, August 9, 2024

Week of Aug. 12, 2024

During the Week of Aug. 19, 2024

Wed., August 28, 2024

End of Spring 2024 Term

Notification sent to student regarding SAP status

(tentative)

Deadline to submit SAP Appeal online to the Office of

Student Academic Services OSAS

https://documents.york.cuny.edu/login?return_url=/

osas/add?type=osas_docs

SAP Committee meets to review All SAP Appeal

(tentative)

Office of Student Academic Services (OSAS) send

decisions out to students (tentative)

First Day of Fall 2024 classes

ALL APPEAL 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, will not be reviewed by the committee, and may not be eligible to receive financial aid for the term. In that case, the student will be fully responsible for making tuition payments at the Bursar's Office (AC-1Ho1).

https://documents.york.cuny.edu/login?return_url=/osas/add?type=osas_docs

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New York State Satisfactory Academic Progress Guidelines

Qualifying for state aid requires that students meet several requirements. State guidelines require that students meet certain grade and course completion standards. The following information can assist you in planning your course schedule, deciding whether to drop a course or investigating how you can finance your education. For updated information on Satisfactory Academic Progress and the process to file a petition to waive Satisfactory Academic Progress requirements please refer to the website at www.york.cuny.edu/finaid and select Satisfactory Academic Progress.

State Satisfactory Academic Progress Guidelines

*TAP/APTS PROGRESS/PURSUIT CHART

Applies to students first receiving aid in 2007-08 through and including 2009-10 and remedial students first receiving aid in 2007-08 and thereafter.

1)Before Being Certified For This Payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth
2)To Meet Program Pursuit Standards A student must have completed this percentage of 1 2 equated credits if full-time, or this percentage of entire course load if part-time	0	50%	50%	75%	75%	100%	100%	100%	100%	100%
TAP payment points to be accrued	6	12	18	24	30	36	42	48	54	60
3)To Meet Academic Progress Guidelines A student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
4)With at least this grade point average	0	1.10	1.20	1.30	2.00	2.00	2.00	2.00	2.00	2.00

Applies to non-remedial students first receiving aid in 2010-11 and thereafter (New Standards in Proposed Budget).

1)Before Being Certified For This Payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth
2)To Meet Program Pursuit Standards A student must have completed this percentage of 1 2 equated credits if full-time, or this percentage of entire course load if part-time	0	50%	50%	75%	75%	100%	100%	100%	100%	100%
TAP payment points to be accrued	6	12	18	24	30	36	42	48	54	60
3)To Meet Academic Progress Guidelines A student must have accrued at least this many credits	0	6	15	27	39	51	66	81	96	111
4)With at least this grade point average	0	1.50	1.80	1.80	2.00	2.00	2.00	2.00	2.00	2.00

Note: 100% means a completion of twelve (12) full-time credits for the semester.

*The TAP C-average regulation requires that a student must have a C average (2.00) prior to receiving their 5th TAP semester. Transfer student who have received two or more years of TAP are eligible for TAP in their initial term at York but must meet the C average requirement thereafter.

Students who fail to meet the state standards will be notified and informed of their right to petition to waive satisfactory academic progress requirements.

Petitions to waive SAP requirements will be mailed to students or can be obtained at the Financial Aid Office. Conditions/Restrictions for the petitions are:

- Must have a good overall record with academic difficulties concentrated in one term.
- An appeal must be based on circumstances outside the College, such as a car accident or an
 eviction.
- The reason must be extenuating, extraordinary, or unusual. Normal family responsibilities, work, fear of failing a class do not meet this standard.
- Documentation MUST be provided to support a waiver request.

All undergraduate students records (whether aid recipients or not) will be measured against the State SAP components at the end of each term to determine eligibility for receipt of State Tuition Assistance Program in the upcoming semester.

Federal Satisfactory Academic Progress Guidelines

Qualifying for federal aid requires that students meet several requirements. Federal guidelines require that students meet certain grade and course completion standards. The following information can assist you in planning your course schedule, deciding whether to drop a course or investigating how you can finance your education. For updated information on Satisfactory Academic Progress and the process to file a petition to waive Satisfactory Academic Progress requirements please refer to the website at www.york.cuny.edu/finaid and select Satisfactory Academic Progress.

Federal Satisfactory Academic Progress Guidelines

In order to continue to receive Title IV Federal Student Assistance, an **undergraduate student** must have:

1. Achieved at least the GPA required for probationary status at York College

Credits Attempted	Minimum GPA
.5	1.50
13-24	1.75
25- upward	2.00

- 2. Attempted no more than 150% of the credits normally required for completion of the degree.
- 3. Accumulated (or earned) credits must be equal to or greater than a certain percentage of the total credits attempted according to the following:

Attempted Credits	15	30	45	60	75	90	105	120	135	150	165	180
Earned Credits	0	5	16	27	42	50	63	72	84	95	108	117

In order to continue to receive Title IV Federal Student Assistance, a **graduate student** must have:

- 1. Achieved at least the GPA required for good academic standing at York College
- 2. Attempted no more than 150% of the credits normally required for completion of the degree.
- 3. Accumulated credits equal to or greater than two-thirds the cumulative credits attempted.

Students will be measured against the satisfactory academic progress standard at the end of the spring term to determine eligibility for the receipt of the Title IV student financial assistance for the upcoming year. Students who fall beneath the conditional standard may petition to the Petition Committee to retain their eligibility for receipt of Title IV Federal Student Assistance. These appeals will be evaluated for mitigating.



EMPL ID:	

SATISFATORY ACADEMIC PROGRESS (SAP) PETITION FORM

Student's Name:		
Last	First	Middle Initial
Address		
E-mail	Telephone (Cell):	
> Requesting AID for Semester:	Year:	_
study compliant with federal and state regulati	or not a student is maintaining Title IV Satisfactory Acade ions. Students who have been denied federal and/or state e opportunity to submit a petition to be considered for a f	aid because they have not met the
circumstances can be documented for the spec Completion of this process does not guarantee	pliance with SAP is due to unforeseen events beyond the scific semester(s) when the deficiencies occurred, the stude that your financial aid eligibility will be reinstated. You It is also your responsibility to be aware of all York College.	lent may initiate the petition process. are responsible for payment of your
I am petitioning to waive satisfactory progre	ess block for (check ONE or BOTH):	
* <u>*</u>	Pell and TAP in the fall. Students may only petition for	or TAP in the Spring.
☐ FEDERAL AID (Title IV Aid -Pell,	SEOG, LOANS, FWS, TEACH)	
\square STATE AID (TAP)		
Due to (check only <u>ONE</u> of the following):		
☐ Personal Tragedy (i.e. accident, deat	th, eviction, incarceration, etc.)	
☐ Illness or injury		
☐ Change in Academic Program/Majo	or in Semester	
☐ Military Duty		
SAP PETITION PROCESS INSTRUCTION	<mark>NS</mark> :	

The SAP Office must receive your FULL PETITION PACKAGE at the same time.

- 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 Committee for SAP petitions. Your petition package must include the following items to be considered complete (incomplete petitions will not be considered):
 - This appeal form initialed, signed and dated.
 - 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 Federal or State Financial Aid.

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

- The date(s) the circumstance occurred (i.e., one time, or on-going, and the duration).
- How 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: official letter from a physician, a licensed professional psychologist, social worker or counselor, an employer, police or court reports, death certificate, divorce decree, 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. Complete Individualized Academic Plan for Satisfactory Academic Progress Petition (see reverse page) form with advisor/counselor for Title IV ONLY]. Please refer to the "Deadlines" form to make an appointment with advisor/counselor.
- 3. Submit full SAP Petition form online at OSAS to the Committees on Academic Standing and SAP Petitions Office.



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Student Certification for State Aid (TAP)

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 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 received a previous 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:	
Advisor/Counselor's	s Printed Name:
Advisor/Counselor's	s Signature: Date:





Satisfactory Academic Progress (SAP) Petition

Individualized Academic Plan for Title IV (Federal Pell, Loans, SEOG, FWS, TEACH)

Student's Inform	nation			
Name (print):				
Telephone#:		York Email:		@yorkmail.cuny.ed
EMPL ID:			# (last 4 digits):	
Current Cumulati	ive GPA:	Attempted Cred		
Earned Credit:			of Program Length?	□ YES □ NO
Degree Program:		Major:		
Advisor/Counsel				
Name (please prin	nt):			
Extension:				
Location: Advisor/Counselo	2.0			
DADEL LAPIN	al Counseling Session suggested			
Plan 1 - Academic S	SAP standards can be regained mable below with individualized aca	athematically in one		
Alternative	Semester:	Credit Hours		Targeted Grades
Course(s)				
	EINAL TOTAL		Minimum CDA	T
	FINAL TOTAL		Minimum GPA	
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YORK COLLEGE

SAPPEAL WORKSHOP



July 15, 2024 12-2pm

July 31, 2024 10-12pm

Aug. 8, 2024 10-12pm

Join us in AC-4D01





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