

Satisfactory Academic Progress Appeal (SAP)

To appeal the loss of Federal and/or New York State financial aid, students are required to submit this appeal form and attach applicable documentation. **Please read this appeal form and instructions carefully, and complete all parts as described. Incomplete and/or missing information will result in an automatic denial.**

Section I: Student Information

Ammerman Campus Grant Campus Eastern Campus

Student Name: _____ Student ID: _____

Student Email: _____ Student Phone: _____

Section II: Personal Statement--REQUIRED

Attach a statement explaining the exceptional/unforeseen circumstances which resulted in not meeting the SAP requirements. **The statement must be clear, dated, and signed by the student.** The statement must include:

- **What** – specify the circumstances that affected your academic performance.
- **When** – when the circumstances occurred.
- **How & Why** – explain how and why the circumstances affected you.
- **Resolution** – explain how the circumstances have been resolved and/or will no longer affect your academic performance.

Section III: Exceptional / Unforeseen Circumstances

The following is not exhaustive and serves only to provide examples. If you cannot include documentation with your appeal, you must explain why supporting documentation is not available. Additional documentation may be requested in the future.

Directions: Check the condition(s) that apply and be sure to submit all required documents for each circumstance checked.

- I have/had a medical condition that interfered with my academic progress.**
- Submit documentation on official letterhead from a health care provider indicating when you were affected by the medical condition and if the condition is resolved or ongoing. Documentation should include clearance to return to school and outline any restrictions you may have upon your return.
For chronic conditions, your provider should indicate if your condition is stable, or there is an established treatment plan, and it will not interfere with your academic progress in the future.
 - If your medical condition was the result of a pregnancy or birth of a child, include a birth certificate.
- An immediate family member (i.e., Step/Parent, Child, Spouse, Sibling, or Grandparent) was ill or experienced a major medical issue and it interfered with my academic progress.**
- Documentation on official letterhead from a health care provider for ill family members documenting the illness, date of occurrence, and if the condition is resolved or ongoing.
 - If the family member's medical issue is ongoing, submit a third-party notarized statement explaining how their illness will no longer affect your academic performance.

Bereavement- Death of an immediate family member.

Death certificate and/or copy of obituary. A notarized third-party statement may be required.

Note: Personal statement must include your relationship to the deceased.

Divorce or separation of yourself or parents.

Court documents.

Lawyer's statement indicating representation in a divorce/separation proceeding.

Domestic violence and / or victim of a crime.

Court documents and/or police records (i.e., notarized statements, restraining orders, etc.).

I have exceeded the maximum time frame for SAP (attempted 96 credits or more)

Explain why you have attempted so many credits and have not yet obtained a degree.

I am looking to complete a 2nd degree at SCCC.

Other- If your circumstance is not listed, please submit any documentation you feel would best support the circumstance you indicated in your personal statement.

Section IV: Student Affirmation

By signing below, I understand that all required information and documentation must be provided when submitting the Satisfactory Academic Progress Appeal initially.

I affirm that the information I provided, and any supporting documentation submitted, are true and complete.

I understand that I may be eligible for only one appeal each for federal and state aid. I also agree that I accept any academic restrictions indicated by the committee as a condition of the restoration of aid.

Student Signature: _____ **Date:** _____



Office of Financial Aid
KEEP THIS PAGE FOR YOUR RECORDS

Submission Checklist

Before submitting to the Financial Aid Office, please ensure the following:

- This appeal form is complete and signed.
- Your personal statement includes all required components – what, when, how, why and a resolution.
- Required supporting documentation is included. If you are not including supporting documentation, your personal statement must indicate why.

What Happens Next?

The appeal process can take 4 weeks or more depending on the circumstances. You will receive a notification directed to your **SUNY SCCC email** regarding either the approval or denial of your appeal, questions regarding the appeal, and/or requests for additional documentation.

If appeal Approved / Extended / Reset:

- You will be asked to complete the SAP Terms and Conditions Acknowledgement. The link will be sent via your notification email, and will outline the conditions of your academic plan.
- Failing to complete the Acknowledgement will result in the inability to access your federal and/or state financial awards.

If appeal Denied:

- Your appeal may have been denied because the committee needs additional documentation from you. If this is the case, make sure to carefully read the notification email and either submit electronically or bring the requested documentation to your campus financial aid as soon as possible so the committee can review.
- Your appeal may have been denied but you were offered the opportunity for a reevaluation. This means that the committee could not approve your appeal for the current semester based on your stated circumstances, however, are offering you the option of reevaluating your eligibility. Make sure to carefully read the notification email and understand what you must do to qualify for the reevaluation.
- Your appeal may have been denied because the extenuating circumstances and/or resolution of circumstances do not satisfy the requirements for an appeal.

Please note: If you wish to discuss your appeal denial, you may contact your campus financial aid office to make an appointment with a counselor.

SCCC Resources

Note: You should be aware of the many resources available to you at SCCC which are geared towards assisting you to successfully reach your academic goals. These resources can be accessed at sunysuffolk.edu/current-students/student-center-services.jsp.

- Academic Advising/ Counseling / Transfer Counseling
- Mental Health Counseling / Disability Support Services
- Writing Center
- Tutoring Center
- Library Services
- Professors

Central Administration
533 College Road
Selden, NY 11784-2899
(631) 451-4108

Ammerman Campus
533 College Road
Selden, NY 11784-2899
faidamr@sunysuffolk.edu
(631) 451-4072

Grant Campus
Crooked Hill Road
Brentwood, NY 11717-1092
faidwest@sunysuffolk.edu
(631) 851-6712

Eastern Campus
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
faideast@sunysuffolk.edu
(631) 548-2525