

ACADEMIC/RE-ADMISSION /FEDERAL FINANCIAL AID SAP APPEAL FACT SHEET

ACADEMIC/RE-ADMISSION APPEAL

What is an Academic/Re-Admission Appeal?

An Academic Appeal is for a student who wants to return to school the semester immediately following the one where they are academically dismissed. A Re-Admission Appeal is for a student who is out of school for at least 1 semester and wants to return.

Why do I have to file an Academic/Re-Admission appeal?

You were not able to maintain satisfactory academic progress (maintain a GPA (grade point average) of at least 2.0) for two consecutive semesters, therefore you were academically dismissed. In order to be Re-admitted, you must submit either an Academic or Re-Admission appeal.

FEDERAL FINANCIAL AID SAP APPEAL

What is Satisfactory Academic Progress (SAP)?

Federal regulations require that schools monitor the academic progress of each applicant for federal financial aid and that the school certify that the student is making satisfactory academic progress toward earning their degree. This determination of progress must be made at least once a year, typically at the end of the spring semester--after spring grades are released. For students who are already on financial aid probation, SAP is reviewed at the end of each term.

What is a SAP Appeal?

SAP Appeal is an option available to students who have not met standards for Satisfactory Academic Progress for continued federal financial aid (Pell, SEOG, Direct Loans, Federal Work Study). An appeal can be on the basis of personal injury or illness, the death of a relative, or other special extenuating circumstances (such as loss of employment, and/or changes in the academic program, etc.). The appeal must explain why you failed to make satisfactory progress and what has changed in your situation that will now allow you to make satisfactory progress in the near future.

Why do I have to submit a SAP Appeal?

You failed to maintain SAP by not meeting at least one of the three criteria below:

1. Minimum Grade Point Average (G.P.A.) - A student must meet the minimum college retention standard.

Credits Attempted	Minimum Cumulative G.P.A.
00-12.5	1.50
13-24.5	1.75
25- Upward	2.00

2. Maximum Time Frame - A student may not attempt more than 150% of the credits/units normally required for completion of the degree.
3. Pace of Progression - For associate degree programs, accumulated (earned) credits/units must be equal to or greater than a certain percentage of the total credits/units attempted according to the following table:

Credits Attempted	12	18	24	30	36	42	48	54	60	66	72	78	84	90
Credits Earned	0	2	4	6	13	19	23	27	33	39	44	49	55	61

What documents are required to complete an appeal?

- **Personal Statement** – In a paragraph or more, explain the unusual circumstances. *Please be as detailed as possible.* “Personal issues” is not detailed enough to be considered as a reasonable or unusual circumstance.
- **Academic Plan** – In a paragraph or more, explain your plan of action and steps that will be taken to improve your academic performance.
- Medical/other necessary documents (if applicable) to support the appeal – *Examples: Medical Court /Legal Documents, Death Certificate/Memorial Card.*

NOTE: The Personal Statement and Academic Plan should be two separate paragraphs. For more tips on how to complete your SAP Appeal click on the link below (If you are unable to access the link, you can also copy and paste or type in the link information to any web browser):

<https://www.hostos.cuny.edu/Administrative-Offices/SDEM/Student-Life/Academic-Standards-and-Appeals>

How to submit necessary documents?

Appeal process for Re-admission/Academic Dismissed students WHO are applying for FEDERAL FINANCIAL AID.	Appeal process for Re-admission/Academic Dismissed students WHO are Paying Out of Pocket.
<p>Beginning with the 2022-2023 aid year, CUNY will use Student Forms Portal to assist students that are selected for verification or have conflicting information from the submission of their FAFSA (Free Application for Federal Student Aid). Documents required for the appeal should also be submitted using the Student Forms Portal. Click on the link below for information on how to create your Student Forms account (If you are unable to access the link, you can also copy and paste or type in the link information to any web browser).</p> <p>https://www.hostos.cuny.edu/Administrative-Offices/Office-of-Financial-Aid/Student-Forms-Verify-My-FAFSA</p> <p>Please note: When submitting a SAP Appeal you <i>MUST</i> complete first the 2022-2023 FAFSA at fafsa.gov</p>	<p>Submit the personal statement and academic plan and supporting documents online via EMAIL to the Academic Standards Committee at academicappeals@hostos.cuny.edu.</p> <p>*Please make sure to provide your full name, 8 digit Empl ID number and contact telephone number in your appeal statement upon submission so we can identify your record.</p>