



*A College of the State University of New York*

# FEDERAL AND STATE FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL INSTRUCTIONS

Students with serious hardship situations may submit an application for waiver of satisfactory academic progress standards for federal or state financial aid within two weeks from the date of their notification letter. It is important to note that filing an application for waiver is not a guarantee that the appeal will be approved. If an approval is given, your federal and/or state aid will be reinstated as appropriate.

**The following are examples of hardship and/or circumstances that may be deemed appropriate for an appeal:**

- Accident or injury requiring hospitalization and recovery;
- Call to military active duty with short response time;
- Death of immediate family member;
- Fire or other catastrophic events;
- Legal problems;
- Medical problems requiring extensive follow up or care;
- Other circumstances beyond your control that occurred during the term for which you lost eligibility.

**Students are allowed only ONE appeal approval throughout their attendance at Onondaga Community College.**

1. This form must be completed in blue or black ink (no pencil or colored pen, please).
2. Please be sure to print legibly. Forms that are illegible will be returned with no decision made.
3. Explain your circumstances in detail, and how the circumstances hindered your academic performance.
4. Provide documentation to support your circumstances. Examples of acceptable documentation include but are not limited to: letters from medical or health professionals, accident reports, hospital records, legal documents.
5. Appeal forms must have documentation attached in order to be considered for the appeal.
6. Appeal forms without supporting documentation will not be reviewed and will be returned without a decision made.
7. Demonstrate that the circumstance is now resolved or no longer exists, or will no longer hinder your academic performance.
8. Complete all questions. Do not leave any blank.
9. Read and sign the Application Statement of Understanding.
10. Sign and date the form.
11. Keep a copy of the form for your records.
12. Mail completed form, along with documentation to:

Satisfactory Academic Progress Standards Committee  
Student Central – Gordon Student Center  
Onondaga Community College  
4585 West Seneca Turnpike  
Syracuse, NY 13215-4585

## Next Steps

Waiver decisions are made within two weeks of receipt of application and all documentation. Notification is mailed to the student and to the director of Financial Aid. The decision of the Committee is final. The Committee may require more time if additional information is needed from the student, or the student's application for waiver is incomplete. Special Note: A Waiver of Satisfactory Academic Progress Standards for Federal Financial Aid is given only once and mitigating circumstances may not be used to justify a pattern of poor performance or to override the maximum timeframe standard.

**Please contact Financial Aid at Student Central with any questions regarding the Satisfactory Academic Progress Standards.**

Students attending Onondaga Community College must maintain satisfactory academic progress (SAP) in order to remain eligible for Federal Title IV Financial Aid and New York State Financial Aid. At the end of each semester, the Financial Aid office determines which students satisfy the federal and state academic standards. If a student fails to meet any of these standards, the student is notified in writing and financial aid awards are cancelled. The academic standards for federal and state financial aid are outlined in this documentation. Although they are complicated, students can remember these general guidelines in order to keep on track.



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# SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

## APPLICATION FOR WAIVER OF GOOD ACADEMIC STANDING REQUIREMENTS

Please answer all questions - Please do not leave any blanks.

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Student ID \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Academic Advisor \_\_\_\_\_ Academic Program \_\_\_\_\_

Please indicate the type of Financial Aid you wish to appeal

**NY State Financial Aid**

I have been notified that I do not meet the academic standards required to receive New York State Financial Aid (i.e. TAP, APTS, NY State Scholarship, etc.) and I wish to appeal my eligibility for state aid based on special circumstances.

**Federal Financial Aid**

I have been notified that I do not meet the academic standards required to receive Federal Financial Aid (i.e. PELL Grant, SEOG, Federal Direct Loans, Work Study, etc.) and I wish to appeal my eligibility for federal aid based on special circumstances.

Have you previously applied for an appeal of your federal or state financial aid at Onondaga Community College?

Federal Aid Appeal  Yes  No

State Aid Appeal  Yes  No

*(Please note: Students are eligible to receive only one (1) waiver for federal financial aid as an undergraduate. Therefore, careful consideration should be given before filing a waiver for federal financial aid.)*

*(Please note: Students are eligible to receive only one (1) waiver for New York state financial aid as an undergraduate, regardless of the school attended. Therefore, careful consideration should be given before filing a waiver for state financial aid.)*

Please indicate the semester for which the appeal should take effect:

Semester:  Fall Year: \_\_\_\_\_  Spring Year: \_\_\_\_\_  Summer Year: \_\_\_\_\_

### Application Statement of Understanding

1. I fully understand the reasons why I did not meet the Satisfactory Academic Progress Standards for Federal and/or State Financial Aid and what I must do to maintain satisfactory academic progress for financial aid from this point on.
2. I accept the decision of the designated College official as final in granting of the waiver and that waivers will be granted only for extraordinary circumstances which I can document.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the following five questions. Supporting documentation is required for all waivers. You may attach separate sheets of documentation if needed.

1. What were the specific circumstances that hindered your academic performance during your most recent enrollment at Onondaga Community College?

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2. Please indicate the date when the circumstances occurred? Give the day/month/semester. Be specific, and *please note* that the circumstances you are citing must have occurred during the semester in which you failed to meet academic progress requirements.

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3. How and why did the circumstances hinder your academic performance?

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4. Indicate what documentation you are attaching to this waiver application to verify the circumstances identified in question one above. If you would like us to review any documentation that you've previously submitted, please check this box and indicate what documentation you would like us to review.

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5. State how the circumstances have been resolved, no longer exist or will no longer hinder your academic performance.

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COLLEGE USE ONLY**      Transcripts \_\_\_\_\_      Documentation \_\_\_\_\_      Appt/Date/Time \_\_\_\_\_      Other \_\_\_\_\_

**Committee Decision and Notification:**

**Federal SAPA:**

Appeal Action:  
Other Actions:

Appeal Date: \_\_\_\_\_  
\_\_\_\_ Approved: FSAPAA  
\_\_\_\_ DUAL

Appeal Originator: \_\_\_\_\_  
\_\_\_\_ Denied: FSAPDEN  
\_\_\_\_ MAX Approval with DUAL

Pending: \_\_\_\_\_ FSAPPEN  
\_\_\_\_ Probation: FSAPPRO  
\_\_\_\_ MAX and UN

**State SAPA:**

Appeal Action:

Appeal Date: \_\_\_\_\_  
\_\_\_\_ Approved: SSAPAA

Appeal Originator: \_\_\_\_\_  
\_\_\_\_ Denied: SSAPDEN

Pending: \_\_\_\_\_ FSAPPEN

**Comments:**