



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.

FEDERAL AID

Federal Financial Aid Includes:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Academic Competitiveness Grant (ACG)
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Work Study

1. COMPLETION RATE

Depending on how many cumulative credits a student has, he/she must complete a certain percentage of their coursework successfully.

Cumulative Attempted Hours	Completion Rate Per Semester	Federal Financial SAP Status
0 - 12	50% and greater	Satisfactory Progress: Aid continues
	Less than 50%	Financial Aid Probation: Aid continues for 1 semester
13 or more	67% and greater	Satisfactory Progress: Aid continues
	66% - 33%	Financial Aid Probation: Aid continues for 1 semester
	32% or less	Unsatisfactory: Aid denied

2. CUMULATIVE GPA

Students must maintain a minimum cumulative grade point average, as published in the College's Academic Rules, Article VII-Academic Standing.

3. MAXIMUM TIMEFRAME

Students are allowed to take additional credits that are above and beyond what is required for their degree. A student's eligibility for Federal financial aid will be terminated (and is not subject to appeal) at the point where 150% of the total hours required for a degree or certificate have been attempted.* The chart below illustrates an example of this concept:

BUSINESS ADMINISTRATION DEGREE (A.S.)

Number of credits required to complete a Business Administration degree at Onondaga	Maximum # of attempted* credits allowed in order to remain eligible for Federal Financial Aid at Onondaga
68	102

In this example, a student may attempt 34 additional credits beyond the 68 credits required for the Business Administration program, and still remain eligible for Federal Financial Aid. However, once the student exceeds 102 attempted credits, the student is no longer eligible for Federal financial aid.

**Withdrawals (W), Administrative Drops (X), Incompletes (I), Failures (F), Unsatisfactory (U), Non Mastery (NM) are not earned hours, but will be counted as attempted hours. Transfer credits are counted as earned hours.*

Failure to meet Satisfactory Academic Progress for Federal Financial Aid

Students who do not satisfy the standard for satisfactory academic progress will become ineligible for federal financial aid. A student may exercise one of the following options to regain eligibility:

1. Demonstrate academic success as defined by the College's academic rules. Upon completion, a student should submit a written request to the director of Financial Aid for re-evaluation of eligibility.
2. Be approved for a one time waiver. Students should give careful consideration to this option, since they are eligible to receive only one waiver as an undergraduate student at Onondaga Community College.
3. If a student is approved for an appeal, the student must complete at least 67% or more of his/her coursework during the semester in which federal aid has been reinstated. Failure to do so, will result in a status of "No Progress," and all future Federal Aid will be cancelled.

Students with serious hardship situations may submit an application for waiver of satisfactory academic progress standards for federal 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, and supporting documentation is required to substantiate the hardship. If an approval is given, federal aid will be reinstated as appropriate.

NEW YORK STATE FINANCIAL AID

NY State requirements for satisfactory academic progress differ from those established for federal aid. In order for students to maintain their eligibility for NY State grants and scholarships, they must meet these general guidelines.

New York State Financial Aid Includes:

- Tuition Assistance Program (TAP)
- Aid for Part-Time Study (APTS)
- NY State Scholarships (example: Regents Award for Children of Deceased Disabled Veterans)

1. PAYMENT POINTS

A point value is assigned each time a student receives an award from NY state. A full-time award utilizes six points, and a part-time award utilizes three points. Knowing the student's payment points will help him/her to determine where he/she falls on the NY state progress chart.

2. CREDIT HOURS COMPLETED IN THE PRIOR SEMESTER

This is also called "Program Pursuit." Depending on how many payment points the student has accumulated, he/she is required to complete a certain number of credits in the prior semester, with a passing or failing grade.

3. CUMULATIVE CREDIT HOURS EARNED

Depending on how many points the student has, he/she is required to have accumulated a specific number of credits in order to maintain their academic progress for a New York state award.

4. GPA

New York state requires each student to maintain a minimum cumulative grade point average. Again, the GPA requirement is different depending on how many points the student has, and where he/she lands on the chart.

The following chart summarizes the components of the New York State satisfactory academic progress requirements. If a student knows the # of earned payment points, it's easy to evaluate current and future academic progress.

**NEW YORK STATE FINANCIAL AID
SATISFACTORY ACADEMIC PROGRESS CHART**

New York State Award Points Earned	# of New York State Award Payments Already Acquired	Completed Credits in the Prior Semester with a Passing or Failing Grade, where a New York State Scholarship was Paid	Cumulative Credits Earned at Onondaga	Required Cumulative GPA at Onondaga	Next New York State Award Payment To Be Earned
6	1	6	3	.5	2
12	2	6	9	.75	3
18	3	9	18	1.3	4
24	4	9	30	2.0	5
30	5	12	45	2.0	6
*36	6	12	60	2.0	7
**42	7	12	75	2.0	8

*Students are eligible for a maximum of 36 payment points at a two-year school.

**Students enrolled in an approved EOP program; students receiving APTS awards; and veterans may be eligible for additional payments.

- Non-credit remedial coursework are counted toward a full-time academic load.
- Non-credit remedial courses are counted as completed credits, but are not considered as earned credits.

Failure to Meet Satisfactory Academic Progress for New York State Awards:

Students who fail to satisfy the requirement for satisfactory academic progress lose their eligibility for New York state financial aid. Students will remain ineligible until they complete one of the following conditions:

1. Complete the necessary coursework to make up the deficiency;
2. Remain out of school for a period of one year (this does not apply to students who have received four or more semesters of New York state awards);
3. Be approved for a one-time waiver. *Students should give careful consideration to this option, since they are eligible to receive only one waiver as an undergraduate student, regardless of the college attended.*

Students with serious hardship situations may submit an application for waiver of satisfactory academic progress standards for 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, and supporting documentation is required to substantiate the hardship. If an approval is given, New York state aid will be reinstated as appropriate.

Requirements for New York State TAP Award Eligibility

There are a number of different academic criteria that students must meet in order to qualify for a TAP award. Please read the following guidelines and keep them in mind as you register for your classes. By using these guidelines, you will help to make sure that the academic requirements to receive a TAP award will be met.

1. **Full-Time Status.** A student must be registered for a minimum of 12 credit hours per semester in order to qualify for a TAP award. Of these 12 credits, at least six must be credit bearing. The remaining six credits can be non-credit remedial.
2. **Ineligible Courses.** The following courses cannot be counted toward the 12 credit hour requirement: MUS-100, ELT-298, OCC-101.
3. **Repeated Coursework.** Courses in which a student has already received a passing grade of D- or higher cannot be counted toward full-time enrollment for TAP purposes if the student received a TAP or another state award payment for that same course previously.
4. **Satisfactory Academic Progress.** Students must meet the requirements for satisfactory academic progress as outlined on the progress chart.
5. **Degree Requirements.** Students who register for a course not specifically required for the degree program in which they are matriculated will not be able to count the course toward their 12 credit hour requirement for full-time enrollment. Every degree program the College offers is on file with New York state, along with a listing of the courses required to complete that program. Even if a course is considered to be of great value to the student, it cannot be counted toward the 12 credit hour requirement for TAP.

If you are uncertain how a particular situation will affect your eligibility to receive a TAP award, please contact the Financial Aid office for assistance.





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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?

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.

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

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.

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

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: