



**SUNY Orange**  
Office of Financial Aid  
115 South Street  
Middletown, NY 10940  
(845)-341-4190

Office use only  
**T4A / SAA/ APTS**  
**1<sup>st</sup> Appeal**  
**2<sup>nd</sup> Appeal**

**2011-2012**  
**Satisfactory Academic Progress Appeal Form**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Student ID:** A

**Address:** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_

All Students receiving financial aid from SUNY Orange must abide by the Federal and State's Satisfactory Academic Progress (SAP) standards for financial aid. Students who do not meet these standards lose their financial aid eligibility. To appeal your SAP status, you must submit this form along with any required documentation as outlined below, detailing the extenuating circumstances that contributed to your not meeting the SAP standards. **Submitting an appeal does not guarantee approval to reinstate your eligibility for receiving financial aid.** The decision of the Appeals Committee is final.

**Deadlines:** Appeals should be submitted by **June 15th** for Summer 2011, **July 1st** for Fall 2011 and **December 1st** for Spring 2012 to ensure that Financial Aid funds which you may be eligible for are in your account before the payment-due date.

**If an appeal is submitted after the deadline date you will need to make arrangements for alternative means of payment until your Financial Aid can be processed, using your own funds or participating in the Tuition Payment Plan.**

Appeals will **NOT** be accepted after **September 21**, for the Fall 2011 semester, and **February 8**, for the Spring 2012 semester.

**In order for an appeal to be reviewed by the committee, the student's circumstances must meet one of the following criteria**

	<b>Circumstances</b>	<b>Required documentation (must include dates)</b>
<b>1</b>	Severe illness, medical condition or injury	Physician's letter, hospitalization records, Plan of Study
<b>2</b>	Death of immediate family member	Death certificate and/or obituary, Plan of Study
<b>3</b>	Traumatic life-altering event	Evidence of event, Plan of Study
<b>4</b>	Exceeding total attempted hours allowed due to change of major (Applies to Federal Appeal Only). Appeal follows prior Satisfactory Academic Progress chart.	Copy of <b>Focus</b> results taken in Career Services, Plan of Study.

**In addition to providing the above required documentation, you must submit a letter outlining the details of your circumstance.**

*All documentation must be attached when the appeal is submitted.*

**Please Check:**      ☐ **Federal Appeal**      ☐ **State Appeal**

**I understand the requirements for submitting my appeal and hereby request that my case be considered for review.**  
**I understand the Financial Aid Appeals Committee may either; deny, approve, or approve with conditions. I also understand that the decision of the Financial Aid Appeals Committee is FINAL.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SUNY Orange**  
**Office of Financial Aid**  
**Plan of Study**

Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Degree: \_\_\_\_\_

Expected Graduation Date \_\_\_\_\_

**Academic Advisor:** In order for this student's appeal to be finalized through the Financial Aid Office a **Plan of Study** needs to be completed. Indicate all remaining semesters and courses required for the student to graduate. Please complete this form while advising the student. The student will submit with his/her appeal.

**Fall 20 \_\_\_\_\_**

**Spring 20 \_\_\_\_\_**

<u>Course #</u>	<u>Course Name</u>	<u>Credits</u>	<u>Course #</u>	<u>Course Name</u>	<u>Credits</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Summer 20 \_\_\_\_\_**

**Fall 20 \_\_\_\_\_**

<u>Course #</u>	<u>Course Name</u>	<u>Credits</u>	<u>Course #</u>	<u>Course Name</u>	<u>Credits</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Spring 20 \_\_\_\_\_**

**Summer 20 \_\_\_\_\_**

<u>Course #</u>	<u>Course Name</u>	<u>Credits</u>	<u>Course #</u>	<u>Course Name</u>	<u>Credits</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Advisors Signature

## SUNY ORANGE

### ***SATISFACTORY PROGRESS STANDARDS FOR TITLE IV FEDERAL STUDENT AID PROGRAMS (PELL, PERKINS LOAN, STAFFORD LOANS, SEOG, CWSP)***

Any student who has failed to accumulate during your time at SUNY Orange, the number of credits listed below (2nd Column) based upon the number of credits they have attempted (1st Column), and/or to achieved the minimum CGPA (3rd Column) will not be eligible for future financial aid. Satisfactory Progress Standards are reviewed, for students enrolled in Associate Degree Programs occurs at the end of each academic year. Students enrolled in Certificate Programs the review is at the end of each semester.

<b><i>TOTAL CREDITS ATTEMPTED</i></b>	<b><i>MINIMUM CREDITS ACCUMULATED</i></b>	<b><i>MINIMUM CGPA</i></b>
0 - 6	0	0.00
7 - 12	3	0.00
13 - 18	6	1.00
19 - 27	12	1.30
28 - 36	18	1.50
37 - 45	27	1.70 MAX TIME/CERTIFICATE
46 - 57	36	2.00
58 - 69	48	2.00
70 - 84	60	2.00
85 - 99	72	2.00 MAX TIME/ASSOC. DEGREE

Students enrolled in ***CERTIFICATE PROGRAMS*** are allowed a total of ***45 credits attempted*** to complete program.

Students enrolled in ***ASSOCIATE DEGREE PROGRAMS*** are allowed a total of ***99 attempted credits*** to complete program.

All students who complete either a Certificate Program or an Associates Degree Program who return to pursue another degree will be placed on the chart based upon prior SUNY ORANGE course work applicable to their new program.

Students who do not complete their Certificate or Associate Degree requirements within the maximum time frame stated above, lose eligibility for Federal Aid.

- **Total Credits Attempted** is defined as ***ALL*** credits attempted at SUNY ORANGE after the drop/add period - including developmental credits, withdrawals, repeated course work, P.E.'s, holds, incompletes, failed courses, medical withdrawals, and any transfer credits accepted toward degree.
- **Minimum Credits Accumulated** is defined as ***ALL*** credits passed at SUNY ORANGE - including developmental credits and P.E.'s, and any transfer credits accepted towards your degree.
- **Minimum CGPA**- Developmental course work, P.E.'s (not including P.E. majors) and accepted transfer credits ***are not calculated*** in the CGPA.

### ***APPEAL PROCESS/REINSTATEMENT OF FEDERAL AID ELIGIBILITY***

Students may be granted ***TWO*** exceptions to the above policy based on mitigating circumstances.

A. Students must complete the ***REQUEST FOR APPEAL OF SATISFACTORY PROGRESS FORM*** detailing the mitigating circumstances.

B. Students should submit documentation (doctor's note, police report, social services report, obituary, etc.) with their request.

C. All students will be notified in writing if a waiver has been granted or denied.

- ❖ Lack of written documentation greatly reduces the chances that your waiver will be granted, however, you may appeal without documentation.
- ❖ We encourage students who are denied an appeal or students who choose not to submit an appeal by the review date to enroll without receiving the benefit of financial aid. These students can be reviewed again at their request. If the student meets the above standards, after additional coursework, financial aid eligibility will be reinstated for the following term.

***NOTE:*** The above appeals process pertains only to students seeking to regain financial aid eligibility. If eligibility is reinstated, students should ***NOT*** assume that academic status or grades will be changed. Students should contact the Associate Dean for Academic Services regarding requests for medical withdrawal or possible errors on the transcript.

## Satisfactory Progress Standards for New York State Aid Programs

### TAP

Beginning with the 2010 Summer term, non-remedial students first receiving state aid in 2007-08 and thereafter must be evaluated using the new Satisfactory Progress Chart (Financial Aid Services Bulletin 2010-009). See below.

	Before being certified for this TAP payment:	1st Pmt	2nd Pmt	3rd Pmt	4th Pmt	5th Pmt	6th Pmt
Students must:							
Have accrued at least this many college level credits toward their degree:	--	6	15	30	45	60	
Have at least this CGPA:	--	1.5	1.8	2.0	2.0	2.0	

Remedial students and students first receiving state aid in 2006-2007 and earlier will continue to be evaluated using existing chart. See below.

	Before being certified for this TAP payment:	1st Pmt	2nd Pmt	3rd Pmt	4th Pmt	5th Pmt	6th Pmt
Students must:							
Have completed (Passes or failed) this many credits since your last TAP payment (Developmental or college level credits)	0	6	6	9	9	12	
Have accrued at least this many college level credits	0	3	9	18	30	45	
Have at least this grade point average (CQPA)	0	.50	.75	1.30	2.0	2.0	

#### NOTES:

- Grade earned for "completed" courses may be A, B, C, D, F, or P.
- To be eligible for TAP in the future, students must pass the minimum number of credits.
- Courses which are audited and/or which are repeats of previously passed courses are not eligible for inclusion in a student's credited enrollment.
- Financial Aid can only pay for 2 credits of Physical Education coursework

### APTS

Students awarded New York State Aid-To-Part-Time Study (APTS) must complete a minimum number of college credits (based on NYS Academic regulations) and maintain a 2.0 or higher GPA and CQPA in order to be eligible to receive APTS the following semester.

### STATE APPEAL PROCESS

The *State Standards of Progress* are reviewed each semester and unlike the federal policy, only ONE waiver may be granted. Other than these differences, the TAP/APTS appeal process is the same as the Federal Appeal Process.

\*New York State Aid Program Requirements are subject to NYS Budget approval.

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*Changes in your class schedule or failure to attend courses on a regular basis can impact current & future aid. Consult the Financial Aid Office before making any changes*