



**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

**2008-2009**  
**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 **September 12<sup>th</sup>** for Fall 2008, **February 13<sup>th</sup>** for Spring 2009  
and **May 29<sup>th</sup>** for Summer 2009

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

	Circumstances	Required documentation (must include dates)
<b>1</b>	Severe illness, medical condition or injury	Physician's letter, hospitalization records
<b>2</b>	Death of immediate family member	Death certificate and/or obituary
<b>3</b>	Traumatic life-altering event	Evidence of event
<b>4</b>	Exceeding total attempted hours allowed due to change of major (Applies to Federal Appeal Only).	Copy of transcript; Copy of <b>Focus</b> results taken in Career Services; Letter from Academic Advising showing an outline of classes needed to graduate.

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