

Satisfactory Academic Progress Appeal Form

NEW YORK INSTITUTE
OF TECHNOLOGY

Aid Appeal for _____ Semester

A student may appeal the suspension of their financial aid eligibility resulting from failure to meet the Satisfactory Academic Progress (SAP) criteria by submitting this form, along with supporting documentation, to the Financial Aid office by the appropriate deadline date. Appeals received after the deadline date will not be considered. **Only appeals with documented extenuating circumstances will be considered.** Decisions on completed appeals should be available within two weeks. You will be **notified by mail or email at your New York Tech email address.** An appeal decision may impose limitations upon aid eligibility and/or future minimum academic standards. A copy of the SAP policy can be found on the New York Tech Office of Financial Aid website: nyit.edu/admissions/satisfactory_academic_progress.

Filing deadlines: Fall - November 1; Spring - March 1; Summer - July 1

Last name	_____	First name	_____	M.I.	_____
Address	_____	Apt #	_____	Country	_____
City	_____	State	_____	Zip code	_____
Email	_____				
Student ID	_____	Major	_____		
Cell phone	_____	Home phone	_____		

DESCRIPTION OF EXTENUATING CIRCUMSTANCES AND REQUIRED DOCUMENTATION

Personal injury or illness of the student

REQUIRED DOCUMENTATION:

- The student's typewritten statement of circumstances, explaining the medical condition that impaired performance, and why future academic performance will not be impaired by the condition.
- A Letterhead statement from a doctor or other health professional explaining the medical condition that impaired academic performance. The statement should specifically address the following:
 - The student's medical condition and date span for which conditions existed.
 - That the condition may have impaired academic performance.
 - The student has rehabilitated to such an extent that the medical condition should not significantly impair future academic performance.

Death of an immediate family member

REQUIRED DOCUMENTATION:

- The student's typewritten statement of circumstances that impaired performance and why future academic performance will not be impaired.
- Death certificate or obituary.

Other extenuating circumstances that were unexpected and beyond the student's control

REQUIRED DOCUMENTATION:

- The student's typewritten statement of circumstances that impaired performance and why future academic performance will not be impaired.
- Third-party statement(s) attesting to extenuating circumstances and their effect on student performance.
- Other documentation as requested by the SAP Appeals Committee
- Note: Employment alone will not suffice as an extenuating circumstance.

Student name: _____ Student ID number: _____

ACADEMIC DESIGNEE'S STATEMENT

I have examined all documentation provided by this student and I am:

Recommending that financial aid be reinstated

The student has provided sufficient documentation and I have counseled them on the requirements to bring SAP status to an acceptable level within one academic term. I have attached an Academic Plan if this student requires two terms to regain SAP status.

Recommending that financial aid NOT be reinstated

The student **has not** provided sufficient documentation and/or it is mathematically impossible for them to regain SAP status within the next two terms.

Printed name of Academic Designee

Signature of Academic Designee

Date MM/DD/YYYY

Signature of Student

Date MM/DD/YYYY

FOR INTERNAL USE ONLY

Academic Probation Status _____

Confirmed by Undergraduate Academic Advising Representative (name) _____

Date _____

OFFICE OF FINANCIAL AID

Long Island Campus

Northern Boulevard, P.O. Box 8000

Old Westbury, N.Y. 11568-8000

Phone: 516.686.7680 **Fax:** 516.686.7997**Email:** finaid@nyit.edu

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL INSTRUCTIONS

Submission Deadlines:**Fall - November 1; Spring - March 1; Summer - July 1***Appeals submitted after these deadlines will not be considered.*

Federal and Institutional regulations governing student financial aid require aid recipients to maintain standards of academic progress towards completion of their degree. Satisfactory Academic Progress is monitored after each semester, including summer. Please see the following web page for full details of the NYIT Financial Aid SAP Policy: nyit.edu/admissions/satisfactory_academic_progress

Step 1:

Complete the Appeal Form on Page 2

1. Complete Term Applied and Academic Level
2. Complete all identifying information
3. Gather all documentation to supplement your appeal

Step 2:

Document situation with Statement of Explanation.

- Attach a typewritten letter which clearly explains the following:
1. What were the circumstances that prevented you from meeting the SAP standards?
 2. What was your responsibility for these events?
 3. How have your circumstances changed so as to improve your academic standing?
 4. What steps you have taken to ensure you will make Satisfactory Academic Progress in the future?

Step 3:

Make an appointment with the appropriate Faculty Designee for your particular major.

Designee list can be found online at:

nyit.edu/admissions/uap_designee

1. Your Faculty Designee will determine if the documentation you have provided is sufficient for an Appeal to be approved.
2. The designee must also determine if you can regain eligibility within one semester.
3. If it is not possible to regain eligibility in one semester, you will be provided an Academic Plan, which will delineate the courses and grades that will be required for the following two terms.

Step 4:

Submit completed UAP Appeal Form and all supporting documents to the Office of Financial Aid

- Documents can be submitted via:
1. Fax: 516-686-7997
 2. Email: finaid@nyit.edu
 3. Mail: New York Tech Office of Financial Aid Northern Blvd. Old Westbury, NY 11568
 4. Hand Delivery to Long Island or New York City Campuses

For all appeals, depending upon your circumstances and nature of your appeal, you may attach other supporting documentation (if appropriate) that further documents your situation (i.e. letter from a doctor, copy of death certificate, etc.)

You will be notified in writing as to whether or not your Appeal has been approved. All decisions are final.