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.

**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.
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
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: | | 1. Complete Term Applied and Academic Level  
|        | Complete the Appeal Form on Page 2 | 2. Complete all identifying information  
|        |                                   | 3. Gather all documentation to supplement your appeal |

| Step 2: | | Attach a typewritten letter which clearly explains the following:  
| Document situation with Statement of Explanation. | 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: | | 1. Your Faculty Designee will determine if the documentation you have provided is sufficient for an Appeal to be approved.  
| Make an appointment with the appropriate Faculty Designee for your particular major. | 2. The designee must also determine if you can regain eligibility within one semester.  
| Designee list can be found online at: nyit.edu/admissions/uap_designee | 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: | | Documents can be submitted via:  
| Submit completed UAP Appeal Form and all supporting documents to the Office of Financial Aid | 1. Fax: 516-686-7997  
|                                                  | 2. Email: finaid@nyit.edu  
|                                                  | 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.