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For Administrator Use Only:  
Term of Appeal: \_\_\_\_\_\_\_\_\_\_\_\_  
Federal appeal: Approved/Denied  
State Appeal: Approved / Denied  
Confirm appeal on HESC: \_\_/\_\_/\_\_\_

**Federal and State Aid Appeal Form**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Banner ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please select the type of appeal you are submitting.

**FEDERAL AID:** This includes Pell, SEOG, Federal Work Study, and Federal Direct Student Loans (including PLUS loans).

**NEW YORK STATE AID:** This includes Tuition Assistance Program (TAP), Part-Time TAP, and various NYS scholarships.

***The Financial Aid Office understand that things can happen that may have interfered with your past academic success…***   
  
For this reason, students have the opportunity to apply for a waiver of these standards by appealing the loss of financial aid. If you have experienced any unusual/ extraordinary circumstances that prevented you from being academically successful in prior semesters and wish to appeal the loss of your aid please answer the questions on page 2 of this form and return it to our office for review.

***To be considered, you must*** submit your appeal ***on or before the last day of the semester in which you are appealing*** in person, by email to [finaidoffice@sunyacc.edu](mailto:finaidoffice@sunyacc.edu), by fax to (518) 743-2314, or by mail to SUNY Adirondack, ATTN: Financial Aid Office, 640 Bay Rd., Queensbury, NY 12804.

1) What happened in the past semester(s) that prevented you from being successful academically? (Examples include, but are not limited to, serious illness, death in the family, childcare issues, work conflicts, etc.). Please be as specific as possible to show the appeal committee that your circumstances were substantial enough to interfere with your studies.

2) What has changed since that time that will allow you to be successful going forward? (For example: your previous illness now controlled, childcare issues resolved, changed jobs or work schedule, etc.)

3) What strategies will you use and what plans have you made to stay committed to your studies going forward? (For example: using tutoring, regular meetings with professor/advisor, taking fewer credits, changing degree, etc.)

4) Attach additional pages or any supporting documentation you have (such as doctors’ letters/bills, death certificate, obituary, police reports, or other related documents) to support your request for consideration.

Students appealing for NYS aid must check this box to acknowledge the following:  
  
I understand that I am eligible for one NYS appeal of Good Academic Standing requirements (GAS) in my lifetime for **all** schools I attend for undergraduate study. If my request for state waiver is approved, I understand that I cannot appeal the loss of state aid again, even if I transfer to a different school.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Satisfactory Academic Progress (SAP) Chart for Federal Financial Aid Eligibility\*:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total Credits Attempted | Minimum Cumulative GPA Required |  | Total Credits Attempted | | Minimum % of Earned Credits Required (Completion Rate) | |
| 0 – 18 | > 1.50 |  | 0-18 | | 50% | |
| 19 – 36 | > 1.75 |  | 19-54 | | 60% | |
| 37 – 54 | > 1.90 |  | 55-96 | | 67% | |
| 55 – 96 | =/>2.00 |  | |  | |  | |
| 97+ | Must appeal |  | |  | |  | |

To calculate your completion rate, divide your earned credits by the number of credits you have attempted.

For example:  
If you have earned 42 credits and attempted 57, then 42/57 = .73 x 100 = 73%  
If you have earned 28 credits and attempted 57, then 28/57 = .49 x 100 = 49%

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **No developmental courses needed** | | |  |  |  |  | | Before being certified for this payment | 1st | 2nd | 3rd | 4th | 5th | 6th | | Earned Credits must be at least | 0 | 6 | 15 | 27 | 39 | 51 | | With at least this Grade Point Average | 0.0 | 1.3 | 1.5 | 1.8 | 2.0 | 2.0 | | With at least this many credits pursued | 0 | 6 | 6 | 9 | 9 | 12 | |  |  |  |  |  |  |  | | **EOP and/or 6 or more credits in developmental courses needed** | | | |  |  |  | | Before being certified for this payment | 1st | 2nd | 3rd | 4th | 5th | 6th | | Earned Credits must be at least | 0 | 3 | 9 | 18 | 30 | 45 | | With at least this Grade Point Average | 0.0 | 0.5 | 0.75 | 1.3 | 2.0 | 2.0 | | With at least this many credits pursued | 0 | 6 | 6 | 9 | 9 | 12 | |  |  |  |  |  |  |  | | **ADA approved students – approved by the Accessibilities Office for a Reduced Course Load** | | | | | | | | Before being certified for this payment | 1st | 2nd | 3rd | 4th | 5th | 6th | | Earned Credits must be at least | 0 | 3 | 9 | 18 | 30 | 45 | | With at least this Grade Point Average | 0.0 | 0.5 | 0.75 | 1.3 | 2.0 | 2.0 | | With at least this many credits pursued | 0 | 50% | 50% | 75% | 75% | 100% |   **\*NYS Academic Good Academic Standing (GAS) Charts:** |

*\*This information is available in the annual college catalog and can be found by clicking “Financial Aid”.*

If you have any questions or need additional information, you can contact the Financial Aid Office at [finaidoffice@sunyacc.edu](mailto:finaidoffice@sunyacc.edu) or at (518) 743-2223 Monday through Friday from 8 am to 4 pm.