

## APPEAL TO WAIVE INELIGIBILITY DUE TO UNSATISFACTORY ACADEMIC PROGRESS

**Student Name:** \_\_\_\_\_ **Semester:** Summer 2009 Fall 2009 Spring 2010  
**Banner ID:** 70 \_\_\_\_\_ **Type:** Federal State Both  
**Date:** \_\_\_\_\_

Federal Aid Programs include Work-Study, Pell, ACG and SMART Grants, Supplemental Grants, Perkins Loan, Nursing Loans, Direct Student Loans, and Direct Parent Loans. State Aid Programs include the Tuition Assistance Program (TAP) and other miscellaneous New York State awards. Students who are ineligible for federal or state aid programs due to unsatisfactory academic progress may appeal for a waiver if they are below the maximum timeframe for federal or state aid. A waiver is only valid for one semester. By the end of this semester, students must satisfy all academic standards in order to be eligible for federal and state aid again. Students may only receive one waiver in their academic career.

Waivers are warranted under extraordinary and unusual circumstances beyond the control of the student that had an inevitable impact on academic performance. The student must thoroughly and comprehensively document the circumstances in writing from credible sources. There must also be a reasonable expectation that the student will meet all future requirements.

Below please find the instructions for submitting an appeal. There are three sections of an appeal: cover page, narrative, and supporting documentation. After reviewing the appeal, the Assistant Director of Financial Aid will notify the student in writing regarding the appeal outcome. Allow two to three weeks for notification.

### Cover Page

1. Include this page as the first page of the appeal.

### Narrative

1. Describe the extraordinary and unusual circumstances that were beyond your control.
2. Explain how this contributed toward your failure to maintain satisfactory academic progress.
3. Describe the efforts you took to overcome or resolve the circumstances in a timely manner.
4. Describe your plan to repair your academic record and satisfy all academic standards again.
5. You, the student, must sign and date the narrative.

### Supporting Documentation

1. Include documentation from credible sources that supports your narrative (ex. note from physician)
2. Include documentation that supports your plan to satisfy all minimum standards again (ex. note from an academic advisor)

Submit all three sections of the appeal to the Financial Aid Office.

If you have any questions, please feel free to contact our office at (518) 564-2072 or toll-free at (877) 768-5976. A financial aid appeal must be completed in addition to the requirements of any other university department or program (ex. Academic Advising).