

APPEAL TO WAIVE INELIGIBILITY DUE TO UNSATISFACTORY ACADEMIC PROGRESS

Student Name: _____ **Semester:** Summer 2007 Fall 2007 Spring 2008
Banner ID: 700 **Type:** Federal TAP Both
Date: _____

Federal Aid Programs include Work-Study, Pell 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 (maximum of one page)

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 your plan to repair your academic record and satisfy all academic standards again.
4. 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. An appeal must be completed in addition to the requirements of any other university department or program (ex. Academic Advising).