FEDERAL REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS (SAP)

To maintain eligibility for financial aid, you must meet the requirements for SAP. This demonstrates that you are successfully progressing toward the completion of your degree. There are both qualitative (completion) and quantitative (GPA) measurements that factor into SAP.

For **undergraduate** students, the federal requirements for SAP are as follows:
- You must have a GPA of at least 2.0.
- You must have completed a certain percentage of attempted credits. (see chart below)

<table>
<thead>
<tr>
<th>Attempted Credits</th>
<th>25-30.9</th>
<th>31-36.9</th>
<th>37-45.9</th>
<th>46-48.9</th>
<th>49-60.9</th>
<th>61-72.9</th>
<th>73-94.9</th>
<th>95-120.9</th>
<th>121-129.9</th>
<th>130-138.9</th>
<th>139-150.9</th>
<th>151-151.9</th>
<th>152-156.9</th>
<th>157-164.9</th>
<th>165-180.9</th>
<th>181-999.9</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of Earned Credits</td>
<td>15</td>
<td>25</td>
<td>35</td>
<td>40</td>
<td>45</td>
<td>50</td>
<td>55</td>
<td>60</td>
<td>61</td>
<td>62</td>
<td>63</td>
<td>64</td>
<td>65</td>
<td>66</td>
<td>67</td>
<td>100</td>
</tr>
</tbody>
</table>

SAP Status: PASS PASS PASS PASS PASS PASS PASS PASS PASS PASS PASS PASS PASS PASS PASS PASS

*Attempted credits include only those credits that you enroll in at CUNY SPS. Completed credits include both transfer credits that are applied toward your degree requirements and the credits that you complete at CUNY SPS.*

For **graduate** students, the federal requirements for SAP are as follows:
- You must have a GPA of at least 3.0.
- You must complete at least 2/3 of the attempted credits.

SAP for federal aid is determined once a year, after the spring grades are all submitted and processed. If a student does not meet SAP, the student’s financial aid eligibility is suspended until such time as either the student again satisfies SAP or the student’s appeal has been approved by the committee.

**TO APPEAL:**

If you feel there were extenuating circumstances which resulted in not meeting SAP, you may submit an appeal. Please read this form carefully and submit all documentation.
· **Statement.** Provide a signed and detailed statement in which you explain the circumstances that resulted in not meeting SAP. In the statement, explain your plan to maintain good academic standing in the future. Make sure to:
  o Explain what happened
  o Explain what has changed
· **Supporting documentation.** If you have documentation that you feel supports your statement, you should include it with your appeal.
· **Form.** Be sure to submit the signed appeal form.

**Submission of the appeal does not guarantee approval. The decision of the committee is final. The committee can either approve, deny, or request for additional information. If the appeal is denied, you may still enroll in courses, but you will not have financial aid. The committee may approve your appeal with conditions (i.e. a requirement that in the next semester you must obtain a specific grade in each of the courses for which you enroll, etc.).**

I have read and understand the process to appeal for the reinstatement of financial aid. I understand that the decision of the committee is final. If asked by the committee for additional documentation, I will submit it in a timely fashion.

**Student Signature___________________________________________**  **Date______________**