

2025-26 Federal Satisfactory Academic Progress (SAP) Appeal

Federal regulations require that students make adequate academic progress toward degree completion to continue receiving Federal financial aid (Pell Grant, FSEOG, Federal Work Study, and Federal Direct Loans including PLUS Loans). Students who do not meet the Title IV (Federal) Satisfactory Academic Progress (SAP) standards may appeal for reinstatement of financial aid. An appeal can only be submitted if a student's failure to make satisfactory academic progress is based upon events beyond the student's control. **Students must complete this appeal form entirely and submit all required supporting documentation.** Incomplete submissions or missing information will result in an automatic denial of the appeal.

Student information

Student Name _____ CUNYfirst EMPLID _____

Address _____

Email _____ Phone Number _____

Required Documents

1. **Signed Satisfactory Academic Progress (SAP) Appeal Form – Read complete packet prior to submission.**
2. **Typed Personal Statement:** Attach a statement explaining the exceptional/unforeseen circumstances which resulted in not meeting Title IV (Federal) SAP requirements.
 - The statement must be clear, concise, typewritten, signed, and submitted by the student.
 - **All terms of academic problems or withdrawals must be addressed including Ws, Fs, and INC grades.**
 - Description of the steps or actions taken to resolve *the issues, as well as your plans for improving your progress toward your academic goal and how your circumstances have improved or changed.*
3. **Supporting Documentation:** Students are **required** to submit supporting documentation to support their statement. The type of document(s) will vary based on student's situation. Below are some examples of the documentation students may submit. The photocopies of the documents must be clear and legible in order for the Committee to review. Do not submit original documents as they will not be returned by the Committee.

Possible Circumstances	Suggested Documentation
Medical issue or illness or care for loved ones	Note from the doctor, therapist, social worker, or health professionals confirming the condition, treatment, and your ability to return to school
Birth or Death in the family	birth certificate or death certificate or obituary, or a letter from a relevant authority

Personal losses or serious accident	Police report or other documentation to support claim
Domestic Violence or Crime Victim	Court or Legal documents, restraining orders, police records
Exceeding maximum credits allowed to pursue a degree (90-credits for AA or AAS degree and 180-credits for Baccalaureate degree) or pursuing of a second degree	Explanation of why so many credits have been attempted without receiving a degree and what current goals are

4. Completed appeal packets must be submitted to the Committee using one of the following methods. The electronic documents must be submitted using .pdf, .docx, .jpeg, or jpg format.

- **Preferred Method: Upload Appeal using [CUNYfirst](#) → Student Center → Student Tools → Document Upload → Financial Aid → Appeals**
- **In-person:** Enrollment Services, Building 2A-106
- **US mail:** College of Staten Island - Registrar Office
2800 Victory Blvd., Building 2A-Room 107
Staten Island, NY 10314
ATTN: SAP Appeal Committee

- The appeal will be reviewed by the SAP Appeal Committee. Students will be notified of their appeal status by an email within 4-6 weeks and should monitor their email for an update. If no response has been received after the time-frame, students can reach the SAP Appeal Committee by emailing CSI.SAPappealinquiry@csi.cuny.edu. Student name and CUNYfirst EmplID number must be included in the email. Information regarding decisions is not released over the phone, for security reasons.

5. In most cases, approved appeals will require students to complete an academic plan from an academic advisor. Students will be notified by email from the Center of Academic Advising and Success (CAAS) and must complete this step to regain eligibility for Title IV aid.

SAP Appeal Certification Statement

By submitting this appeal, I certify that the information provided is true and accurate to the best of my knowledge. I have reviewed each section and included the necessary documentation explaining why I was unable to complete my classes and what changes will be made in the upcoming semester. I understand that appeal decisions are made on a case-by-case basis. If my appeal is approved, I will be expected to make academic progress in all future semesters. I have read the SAP Policy and understand that submitting this appeal does not guarantee an approval. In addition, the Committee's decisions are final. I will receive written notification of the final decision.

_____ (Student Signature) _____ (Date)

Tip Sheet TAP and Title IV Appeal Packet

- _____ *Fully complete the appropriate waiver application. Email the Office of Student Financial Aid Office at financialaid@csi.cuny.edu or leave a voicemail at 718-982-2030 to review your financial aid eligibility, questions about your financial aid forms, and confirm which waiver(s) you need to submit.*
- _____ *Please note that failure to submit a valid appeal by the deadline and/or failure to follow all directions may delay the review of your appeal or result in its denial. As a reminder, submission of an appeal does not guarantee approval of your request.*
- _____ *Appeal packets must be submitted via secure uploading through [CUNYfirst](#) → Student Center → Student Tools → Document Upload → Financial Aid → Appeals category (the preferred method), In-person submission to **Enrollment Services** in Building **2A-106**, or sending via US mail to the address provided on the appeal form. There are no exceptions for this policy. Submit documents in .pdf, .docx, .jpeg, or jpg format.*
- _____ *Make sure that your personal statement is complete and fully addresses your past academic difficulties, how you resolved them, and what your plans are (moving forward): it is important that you are honest and provide full details regarding your situation. Rest assured that the information provided in your appeal is kept confidential.*
- _____ *Provide clear scan or photocopies of documentation to support the information you have included in your personal statement. If documentation is not available, please explain the reason(s) you cannot provide it: note that failure to submit documentation may result in an automatic denial of any financial aid petition.*
- _____ *Ensure your documentation is relevant to the timeframe of the semester(s) in which you had academic difficulties and is consistent with the information you provide in your personal statement.*
- _____ *Make a complete copy of your entire appeal packet to hold for your records.*
- _____ *Refer to the Financial Aid Office's website at www.csi.cuny.edu/finaid for additional information regarding the federal and state guidelines for meeting the satisfactory academic progress (SAP) standards.*