CUNY's Financial Aid Satisfactory Academic Progress (SAP) information and SAP Waiver appeal instructions

Federal regulations require all students to meet specific academic criteria prior to receiving Federal Student Aid (Pell Grant, SEOG Grant, Work Study, Direct Student Loans, Perkins Loan, etc). Collectively, these criteria are referred to as Satisfactory Academic Progress (SAP) requirements and reviewed annually by the college. Specifically, Lehman College students must meet all of the following City University of New York (CUNY) Financial Aid Satisfactory Academic Progress requirements:

A. Attempt no more than 180 credits

B. Achieve and maintain a Cumulative GPA that is consistent with CUNY SAP Regulations:

.5-12 attempted credits requires at least a 1.5 GPA	13-24 attempted credits requires at least a 1.75 GPA	25 attempted credits requires at least a 2.0 GPA

C. Accumulate credits toward graduation in accordance with the CUNY SAP Regulations:

Credits Attempted	15	30	45	60	75	90	105	120	135	150	165	180
Require these number of Earned Credits	0	5	16	27	42	50	63	72	84	95	108	117

If you were identified as not meeting one or more of CUNY's Financial Aid Satisfactory Academic Progress criteria listed above you are not eligible to receive Federal Title IV Financial Aid (Pell Grant, SEOG, FWS, Direct Student Loans, Perkins Loan, etc…).

In addition you should review your CUNYFirst account for information regarding possible financial liability as a result of not meeting SAP.

Federal Student Aid eligibility will be restored when your academic record demonstrates that CUNY SAP requirements are being met. You may also regain federal financial aid eligibility through the SAP Waiver Appeal process. SAP Waiver Appeals are evaluated with regards to the circumstances that negatively affected your academic success. Some of those factors may have included illness, injury and or personal tragedy. Additionally, factors regarding changes in circumstances and/or expectation for improvement are also weighed.

If you wish to file an appeal, follow the instructions on the following page.

APPEAL INSTRUCTIONS
Academic Dismissal/Loss of Federal Title IV Financial Aid Eligibility

- ❒ **In preparing your appeal, you may wish to consult with various student service offices.** Academic Advisement, SEEK, the Counseling Center, the Urban Male Leadership Program, and Student Disability Services can all provide assistance.

- ❒ **Your appeal must be typed. Handwritten statements will not be accepted. Include the following information:**
  - □ Name
  - □ Social security number
  - □ Empl ID
  - □ Address
  - □ Phone number
  - □ Email address
  - □ Whether you are appealing an academic dismissal, loss of financial aid eligibility or both
  - □ Date
  - □ Signature

- ❒ **Your typed appeal must address each of the following questions:**
  - □ What circumstances have contributed to your poor academic performance? How did these circumstances affect the grades that you earned?
  - □ What steps are you taking (or what steps have you taken) in order to resolve the difficulties in your academic and/or personal life?
  - □ If your appeal is granted:
    a) What courses do you plan to take during the following semester?
    b) What grades do you expect to earn?
    c) What is your plan for achieving these grades?

- ❒ **If relevant, you must provide documentation in support of your appeal.** Documentation must be on official stationery and from professional sources, such as doctors, therapists, or employers. It must be verifiable (i.e., include telephone and/or license numbers). In documenting tragedies such as the death of a relative, a copy of the death certificate is required.

- ❒ **In order to be considered for fall 2013 readmission and/or for 2013-2014 Federal Title IV Financial Aid eligibility, your appeal must be postmarked or received by July 15th, 2013. All appeals must be sent or delivered to:**

Office of Academic Standards and Evaluation
Shuster Hall, Room 280
Lehman College
250 Bedford Park Blvd West
Bronx, NY 10468