



Satisfactory Academic Progress Information and Waiver Appeal Instructions

Federal regulations require that all undergraduate students meet Satisfactory Academic Progress (SAP) towards the completion of their degree to maintain eligibility to receive assistance from all Title IV Programs: Pell Grant, Supplemental Educational Opportunity Grant, Work Study, Teach Grant, and Direct Loans. CUNY's SAP requirements are:

A. Maximum Time Frame - Attempt no more than 180 credits (Graduate Studies credit maximums vary according to program length).

B. Achieve and maintain a Cumulative GPA:

0.5-12 attempted credits requires a minimum GPA of 1.5	13-24 attempted credits requires a minimum GPA of 1.75	25 - upward attempted credits requires a minimum GPA of 2.0
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- **Graduate Students: 3.0 GPA.**

C. Pace of Progression – Successfully complete credits toward graduation:

Credits Attempted	15	30	45	60	75	90	105	120	135	150	165	180
Required Earned Credits	0	5	16	27	42	50	63	72	84	95	110	120

Undergraduate and graduate students who do not meet the above SAP requirements are placed on financial aid suspension and lose their eligibility to receive assistance from all Title IV programs.

Students have the right to appeal to retain eligibility through the established institutional SAP Waiver appeal process. SAP Waiver Appeals are evaluated by the Office of Academic Standards and Evaluation with regards to the extenuating circumstances that negatively affected their academic success. Some of those circumstances may include illness or injury, death of a family member, loss of employment, changes in academic programs, other.

If you would like to exercise your right to appeal, please follow the instructions on the next page.

APPEAL INSTRUCTIONS

Financial Aid Suspension - Title IV Eligibility

Undergraduate students must submit their electronic SAP appeal to the Office of Academic Standards and Evaluation using the following link: https://lehman.smapply.io/prog/undergraduate_appeals/.

Attach a statement explaining the exceptional/unforeseen circumstances which resulted in not meeting the SAP requirements. The statement must be clear, dated, and signed by the student. The statement must include:

- **What** – specify the circumstances that affected your academic performance.
- **When** – when the circumstances occurred.
- **How & Why** – explain how and why the circumstances affected you.
- **Resolution** – explain how the circumstances have been resolved and outline your plan for academic success upon returning to school, including the steps you will take if challenges arise.

Upload supporting documentation: You must provide supporting documentation to substantiate the circumstances listed in your signed personal statement. The supporting documentation must be related to the circumstances outlined in your personal statement. The documentation must also reflect the timeframe in which your academic performance was impacted due to your extenuating circumstances. Examples of supporting documentation include but are not limited to:

- Documentation of personal illness involving hospitalization or extended confinement.
- Copy of immediate family member's death certificate.
- Documentation which shows that you were the primary caretaker of an ailing immediate family member requiring your absence from classes for an extended period.
- Documentation of an emotionally disabling condition that prevented you from completing your coursework.
- Statements from social workers, physicians, or other medical professionals.
- Documentation of military duty, involvement with agencies or government, incarceration, or similar reasons that prevented you from completing your coursework
- Documentation of financial hardship which result in increased hours worked for an extended period (paystubs, work schedule, or statement from employer)
- Evidence of any other extenuating circumstances not listed above (with supporting documentation)

Graduate students must submit their SAP appeal via email to the Office of Graduate Studies at Takiyah.Ali@Lehman.cuny.edu. Please be sure to also include the following information in your appeal:

- Name
- EMPLID
- Address
- Phone number
- Email address
- Date
- Signature

PLEASE NOTE:

Appeal requests are reviewed in the order they are received. Please allow approximately 2–4 weeks for processing. Incomplete appeal requests may delay the review process or result in the appeal not being considered. If additional information is required, you will be notified via your Lehman student email. Students are encouraged to monitor their Lehman email regularly for updates regarding their appeal.

Should you have any questions about the appeal process or need assistance, please do not hesitate to contact us by sending an email with your full name and EMPLID to sap.finaid@lehman.cuny.edu.