UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS POLICY  7/1/2011

Federal regulations (Sections 668.16(e), 668.32(f) and 668.34) require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress toward earning his/her degree. This determination of progress must be made at least once a year and before the financial aid office disburses any federal aid funds for the subsequent semester.

Pursuant to Federal regulations, the following constitutes SUNY Orange’s policy on satisfactory academic progress for students.

Right to Appeal

To appeal your satisfactory academic progress status, you must submit a Satisfactory Academic Progress Appeal Form along with any required documentation, detailing the extenuating circumstances that contributed to your not meeting the SAP standards. Considerations for appeals exist if you had a severe illness, medical condition, injury, traumatic life altering experience, or the death of a parent that prevented you from being successful in the semester in which you did poorly. Submitting an appeal does not guarantee approval to reinstate of your eligibility for receiving financial aid. The decision of the Appeals Committee is final.

- Students who have already received 1 STATE exception, are ineligible for any more STATE exceptions.
- Students who have received 2 (two) FEDERAL exceptions, are ineligible for any more FEDERAL exceptions.
- Students who have reached FED150 (attempted over 99 credits) and have not yet graduated with an Associates’ degree are ineligible for a FEDERAL exception.

Appeal Approval Conditions: Appeals can only be approved if the Financial Aid Appeals Committee determines:

- You will be able to meet SUNY Orange’s satisfactory academic progress chart after the next payment period; or
- You have agreed to follow an Academic Plan that, if followed, will ensure that the student can meet the college’s satisfactory academic progress guidelines by a specific point in time.

If an appeal is granted:

If your appeals is granted you will receive aid on a conditional basis for one semester (this is known as the probationary period). The conditions will be outlined in a letter sent to you granting the appeal. The Financial Aid Appeals Committee will review your record at the end of the semester to determine your status for the following semester. Students who fail to meet the conditions outlined in their individualized academic plans during their conditional semester will not be allowed to submit a subsequent appeal.

Deadlines:  To ensure that Financial Aid funds which you may be eligible for are on your account before the payment-due date you should submit you appeal by: Summer - June 1st Fall - July 1st Spring December 1st

If an appeal is submitted after the above deadline dates, you will need to make arrangements for alternative means of payment until your Financial Aid can be processed, using your own funds or participating in the Tuition Payment Plan. Appeals submitted after the current deadline date of August 21 for the Fall semester and January 10th for the Spring semester will be evaluated for the following semester, and will NOT be accepted for the current semester.
**Appeal Process**

**Deadlines:** Appeals should be submitted by **June 1st** for Summer federal aid, **July 1st** for Fall federal aid, and **December 1st** for Spring federal aid to ensure that Financial Aid funds which you may be eligible for are on your account before the payment-due date. **If an appeal is submitted after the deadline dates, you will need to make arrangements for alternative means of payment until your Financial Aid can be processed, using your own funds or participating in the Tuition Payment Plan.** Appeals submitted after the current deadline date of **August 21** for the Fall semester and **January 10th** for the Spring semester will be evaluated for the following semester, and will **NOT** be accepted for the current semester.

Students may submit an appeal based on mitigating circumstances in order to be considered for financial aid.

- **Student must complete the Satisfactory Academic Progress Appeal Form.** The Appeal form and guidelines can be downloaded from the SUNY Orange web page (http://www.sunyorange.edu/financialaid/forms/this_year.shtml) or picked up in the Financial Aid Office.
- **A completed Appeal should then be submitted with the following:**
  - Signed Appeal Form
  - Completed “Plan of Study” (on back of Appeal Form) - signed by student and academic advisor
  - Written letter of Appeal from the student - this should include, but not limited to, what the problem was, when it occurred, how it affected your studies, and how it has been resolved.
  - Supporting documentation - to support their request (doctor’s note, police report, social services report, obituary, etc.).
- **All students will be notified in writing if an exception has been granted or denied.**
  - **Appeal Approval Conditions:** Appeals can only be approved if the Financial Aid Appeals Committee determines:
    - You will be able to meet SUNY Orange’s satisfactory academic progress chart after the next payment period; or
    - You have agreed to follow an Academic Plan that, if followed, will ensure that the student can meet the college’s satisfactory academic progress guidelines by a specific point in time.
- **If the Appeal is denied the counselor and/or student can request an appointment to explain the decision.**
- **We encourage students to check the appeal status on Banner Self Service.**
  - If further information is needed - the status on Banner is changed to “2” or “7” and letter is sent out to the student explaining exactly what the counselor needs.
  - If the appeal is approved – the status on Banner is changed to one of the following “1”, “5” or “6” and a decision letter is sent to the student informing him/her of the decision.
  - If the appeal is denied – the status on Banner is changed to “D” and a decision letter is sent to the student informing them of the decision.
  - If the Appeal is granted the student must come into the office and sign a Title 4 Agreement verifying he/she understands the conditions of the waiver. This waiver must be signed before any aid for the academic year can be moved to the paid column.

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- Lack of written documentation greatly reduces the chances of exception being granted, however, you may appeal without documentation.
- We encourage students who are denied an exception, or students who choose not to submit an appeal by the review date, to enroll without receiving the benefit of federal financial aid. Students will be reviewed again at the end of the next semester. If the student meets the above standards, after additional coursework, financial aid eligibility will be reinstated for the next semester.

**NOTE:** If eligibility is reinstated, students should **NOT** assume that academic status or grades will be changed. Students should contact the Registrar’s Office regarding requests for medical withdrawal or possible errors on the transcript.

If your **FEDERAL** appeal is granted you will receive aid on a conditional basis for **one semester** (this is known as the probationary period). The conditions will be outlined in a letter sent to you granting the appeal. The Financial Aid Appeals Committee will review your record at the end of the semester to determine your status for the following semester. Students who fail to meet the conditions outlined in their individualized academic plans during their conditional semester will not be allowed to submit a subsequent appeal.
Satisfactory Academic Progress at SUNY Orange

TITLE IV FEDERAL AID PROGRAMS:
PELL, PERKINS LOAN, STAFFORD LOANS, SEOG, CWSP

For students to receive any Federal (Title IV) Aid, they must maintain Satisfactory Academic Progress (SAP). Students who do not fall within the ranges below are ineligible to receive any Title IV aid. Federal guidelines say students must accumulate a certain number of credits with a minimum CGPA based on the number of total credits attempted. A student, who has failed to accumulate the number of credits listed in Column 2, based upon the number of credits attempted from Column 1, and/or to achieve the minimum CGPA, Column 3, is not eligible for Title IV aid. SAP Reviews take place at the end of each semester.

<table>
<thead>
<tr>
<th>Total Credits Attempted</th>
<th>Minimum Credits Accumulated</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 6</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>7 - 12</td>
<td>3</td>
<td>0.00</td>
</tr>
<tr>
<td>13 - 18</td>
<td>6</td>
<td>1.00</td>
</tr>
<tr>
<td>19 - 27</td>
<td>12</td>
<td>1.30</td>
</tr>
<tr>
<td>28 - 36</td>
<td>18</td>
<td>1.50</td>
</tr>
<tr>
<td>37 - 45 Max Certificate Prgm</td>
<td>27</td>
<td>1.70</td>
</tr>
<tr>
<td>46 - 57</td>
<td>36</td>
<td>2.00</td>
</tr>
<tr>
<td>58 - 69</td>
<td>48</td>
<td>2.00</td>
</tr>
<tr>
<td>70 - 84</td>
<td>60</td>
<td>2.00</td>
</tr>
<tr>
<td>85 - 99 Max Associate Prgm</td>
<td>72</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students enrolled in CERTIFICATE PROGRAMS are allowed a total of 45 credits attempted to complete program.

Students enrolled in ASSOCIATE DEGREE PROGRAMS are allowed a total of 99 attempted credits to complete program.

All students who complete an Associates Degree Program who return to pursue another degree will be placed on the chart based upon prior SUNY Orange course work applicable to their new program.

Students, who do not complete their Certificate or Associate Degree requirements within the maximum time frame stated above, lose eligibility for Federal Aid.

- **Total Credits Attempted** is defined as **ALL** credits attempted at SUNY Orange after the drop/add period - including developmental credits, withdrawals, repeated course work, P.E’s, holds, incompletes, failed courses, medical withdrawals, and transfer credits accepted toward degree.
- **Minimum Credits Accumulated** is defined as **ALL** credits passed at SUNY Orange - including developmental credits and P.E.’s, and transfer credits accepted towards your degree.
- **Minimum CGPA**- All courses with pass/fail grades and accepted transfer credits are not included in the CGPA

**Changes in your class schedule or failure to attend courses on a regular basis can impact current & future aid. Consult the Financial Aid Office before making any changes**
Satisfactory Progress Standards for New York State Aid Programs

**TAP**

**NEW CHART:** The New Chart applies to non-remedial students first receiving TAP in 2010-11 and thereafter. (Unless you fulfill the remedial requirement of taking 6 developmental credits in your first TAP semester- then you would follow the 2006 old chart).

<table>
<thead>
<tr>
<th>Before being certified for this TAP payment:</th>
<th>1st Pmt</th>
<th>2nd Pmt</th>
<th>3rd Pmt</th>
<th>4th Pmt</th>
<th>5th Pmt</th>
<th>6th Pmt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Pmt (0pts)</td>
<td>0%</td>
<td>50%</td>
<td>75%</td>
<td>75%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>2nd Pmt (6pts)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3rd Pmt (12pts)</td>
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<tr>
<td>4th Pmt (18pts)</td>
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<tr>
<td>5th Pmt (24pts)</td>
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<tr>
<td>6th Pmt (30pts)</td>
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</tbody>
</table>

Students must pass/fail this percentage of total semester credits:

Have accrued at least this many college level credits toward their degree:

Have at least this CGPA:

0  1.3  1.5  1.8  2.0  2.0

**OLD CHART:** Remedial students (you took 6 credits developmental classes in your 1st semester of TAP) and students first receiving state aid in 2006-2009 and earlier will continue to be evaluated using existing chart.

<table>
<thead>
<tr>
<th>Before being certified for this TAP payment:</th>
<th>1st Pmt</th>
<th>2nd Pmt</th>
<th>3rd Pmt</th>
<th>4th Pmt</th>
<th>5th Pmt</th>
<th>6th Pmt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Pmt (0pts)</td>
<td>0%</td>
<td>50%</td>
<td>75%</td>
<td>75%</td>
<td>100%</td>
<td>100%</td>
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<td>2nd Pmt (6pts)</td>
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<td>6th Pmt (30pts)</td>
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</tbody>
</table>

Students must pass/fail this percentage of total semester credits:

Have accrued at least this many college level credits toward their degree:

Have at least this grade point average (CQPA):

0  .50  .75  1.30  2.0  2.0

**NOTES:**
- Grade earned for “completed” courses may be A, B, C, D, F, or P.
- To be eligible for TAP in the future, students must pass the minimum number of credits.
- Courses which are audited and/or which are repeats of previously passed courses are not eligible for inclusion in a student’s credited enrollment.
- Financial Aid can only pay for 2 credits of Physical Education coursework

**APTS**

Students awarded New York State Aid-To-Part-Time Study (APTS) must complete a minimum number of college credits (based on NYS Academic regulations) and maintain a 2.0 or higher GPA and CQPA in order to be eligible to receive APTS the following semester.

**STATE APPEAL PROCESS**

The State Standards of Progress are reviewed each semester and unlike the federal policy, only ONE waiver may be granted. Other than these differences, the TAP/APTS appeal process is the same as the Federal Appeal Process.

**New York State Aid Program Requirements are subject to NYS Budget approval.**
2015-2016
Satisfactory Academic Progress Appeal Form

Name: _____________________________________ Phone: ___________________ Student ID: A _______________
Address: _____________________________________ City/State/Zip _____________________________________

All Students receiving financial aid from SUNY Orange must abide by the Federal and State’s Satisfactory Academic
Progress (SAP) standards for financial aid. Students who do not meet these standards lose their financial aid eligibility.
To appeal your SAP status, you must submit this form along with any required documentation as outlined below,
detailing the extenuating circumstances that contributed to your not meeting the SAP standards. Submitting an appeal
does not guarantee approval to reinstate your eligibility for receiving financial aid. The decision of the Appeals
Committee is final.

Deadlines: Appeals should be submitted by June 1st for Summer 2015, July 1st for Fall 2015 and December 1st for
Spring 2016 to ensure that Financial Aid funds which you may be eligible for are in place by the payment-due date. If an
appeal is submitted after the deadline date you will need to make arrangements for alternative means of payment
until your Financial Aid can be processed, using your own funds or participating in the Tuition Payment Plan.
Appeals submitted after the current deadline date of August 21st for the Fall 2015 semester and January 10th for the
Spring 2016 semester will be evaluated for the following semester, and will NOT be accepted for the current semester.

If your appeal is granted you will receive aid on a conditional basis for one semester (this is known as the probationary
period). The conditions will be outlined in a letter sent to you granting the appeal. The Financial Aid Appeals
Committee will review your record at the end of the semester to determine your status for the following semester.
Students who fail to meet the conditions outlined in their individualized academic plans during their conditional semester
will not be allowed to submit a subsequent appeal.

In order for an appeal to be reviewed by the committee, the student’s circumstances must meet one of the following
criteria:

<table>
<thead>
<tr>
<th>Circumstances</th>
<th>Required documentation (must include dates)</th>
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</thead>
<tbody>
<tr>
<td>1  Severe illness, medical condition or injury</td>
<td>Physician’s letter, hospitalization records, Plan of Study</td>
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<tr>
<td>2  Death of immediate family member</td>
<td>Death certificate and/or obituary, Plan of Study</td>
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<tr>
<td>3  Traumatic life-altering event</td>
<td>Evidence of event, Plan of Study</td>
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<tr>
<td>4  Exceeding total attempted hours allowed due to the completion or graduation of a major (applies to federal appeal only)! Appeal follows prior Satisfactory Academic Progress chart.</td>
<td>Copy of Focus results taken in Career Services, Plan of Study</td>
</tr>
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</table>

In addition to providing the above required documentation, you must submit a letter outlining the details of your
circumstance. **All documentation must be attached when the appeal is submitted.**

Please Check: □ Federal Appeal □ State Appeal

- I understand the requirements for submitting my appeal and hereby request that my case be considered for
  review.
- I understand the Financial Aid Appeals Committee may either; deny, approve, or approve with conditions.
- I understand that the decision of the Financial Aid Appeals Committee is FINAL.

Signature: ___________________________ Date: ___________________________
**SUNY Orange**  
**Office of Financial Aid**  
**Plan of Study**

Name: ____________________________________  
ID#: ______________________________

Degree: __________________________________  
Expected Graduation Date _______

**Academic Advisor:** In order for this student’s appeal to be finalized through the Financial Aid Office a **Plan of Study** must be completed. Advisors may write any comments in the space provided below. Please complete this form while advising the student. The student will submit this form with his/her appeal.

<table>
<thead>
<tr>
<th>Fall 20 ____</th>
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<th>Spring 20 ____</th>
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<tbody>
<tr>
<td><strong>Course #</strong></td>
<td><strong>Course Name</strong></td>
<td><strong>Credits</strong></td>
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<tr>
<th>Summer 20 ____</th>
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<tbody>
<tr>
<td><strong>Course #</strong></td>
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Advisor’s comments: ________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

________________________________________              _______________________________________________
Student’s Signature                              Advisor’s Signature

(Revised 03/2014)