



# SAP Request for Review

## Financial Aid Office

60 West Street, 6th FL • New York, NY • 10006

Tel: 212.343.1234 ext. 5004 • Fax: 212.625.2072 • Email: [FA@mcny.edu](mailto:FA@mcny.edu)

STUDENT NAME \_\_\_\_\_

MCNY ID# \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

EMAIL \_\_\_\_\_

Federal regulations 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 after each payment period and before the college disburses any federal aid funds for the subsequent semester. Students who are not meeting the published standards will not be eligible to receive aid from any federal or state aid program. The guidelines can be found in the Related Links section at this link: <https://www.mcny.edu/faq-items/satisfactory-academic-progress/>.

### Right to Appeal:

You have the right to appeal any decision of ineligibility to continue to receive financial assistance. Your appeal must be filed within 30 days of notification that aid eligibility has been lost, and it must be made in writing to the Director of Financial Aid. The appeal may not be based upon your need for the assistance OR your lack of knowledge that your assistance was in jeopardy. An appeal would normally be based upon some unusual situation or condition which prevented you from passing more of your courses, or which necessitated that you withdraw from classes. Examples of possible situations include documented serious illness, or severe injury, or death of a family member. If you do not have grounds for an appeal, or if your appeal is denied, you may be able to regain your eligibility for future semesters. This is done by enrolling at MCNY at your own expense – without federal (or state) financial assistance.

**If you wish to appeal, please follow the instructions below.** Complete this form and attach supporting documentation if you have not earned 67% of your attempted course credits and/or fall below the minimum cumulative GPA requirement:

### 1. LETTER OF EXPLANATION FOR REQUESTING AN APPEAL:

You must provide a signed letter of explanation detailing the date the problem occurred, the nature of the problem, how your studies were affected, and how the problem was resolved.

### 2. REQUIRED SUPPORTING DOCUMENTATION:

- If you or an immediate family member experienced a serious injury, illness or mental health condition, please attach a statement from your physician or mental health professional, reflecting date(s) of occurrence/treatment.
- If you experienced the death of immediate family member, please attach a copy of the death certificate, paper obituary/link to online obituary, or statement from physician.
- If you experienced other circumstances beyond your control, please attach documentation that supports the situation.

**REMEMBER:** All appeals **MUST** include the following:

- This Appeal Form
- Signed letter of explanation
- Any relevant supporting documents
- Academic Plan of Action (*see the Office of Student Services*)

**You will be notified of the appeal decision within 10 working days to your MCNY e-mail address.**

**STUDENT CERTIFICATION:** I certify that I have read the Satisfactory Academic Progress Policy Guidelines which are available in the Related Links section at: <https://www.mcny.edu/faq-items/satisfactory-academic-progress/>

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE