

The New York Institute of Technology
Office of Financial aid
Satisfactory Academic Progress Appeal Form
Aid Appeal for _____ Semester

A student may appeal the suspension of their financial aid eligibility resulting from failure to meet the Satisfactory Academic Progress criteria by submitting this form, along with supporting documentation, to the Financial Aid office by the appropriate deadline date. Appeals received after the deadline date will not be considered. **Only appeals with documented extenuating circumstances will be considered.** Decisions on completed appeals should be available within two weeks. You will be **notified by mail or e-mail to your NYIT e-mail address.** An appeal decision may impose limitations upon aid eligibility and/or future minimum academic standards. A copy of the Satisfactory Academic Progress policy can be found at the NYIT Office of Financial Aid website at: https://www.nyit.edu/admissions/satisfactory_academic_progress

Filing deadlines: Summer Term – November 1; Fall Term – March 1; Spring Term – July 1.

NAME: _____

NYIT ID# _____

ADDRESS: _____

Cell Phone: _____

City State Zip

Home Phone: _____

MAJOR: _____

NYIT e-mail: _____

DESCRIPTION OF EXTENUATING CIRCUMSTANCES AND REQUIRED DOCUMENTATION

Personal injury or illness of the student

REQUIRED DOCUMENTATION:

- Student's typewritten statement of circumstances, explaining medical condition that impaired performance and why future academic performance will not be impaired by condition.
- Letterhead statement from doctor or other health professional explaining the medical condition that impaired academic performance. The statement should specifically address the following:
 - Student's medical condition and date span for which conditions existed.
 - That the condition may have impaired academic performance.
 - The student has rehabilitated to such an extent that the medical condition should not significantly impair future academic performance.

Death of an immediate family member

REQUIRED DOCUMENTATION:

- Student's typewritten statement of circumstances that impaired performance and why future academic performance will not be impaired.
- Death certificate or obituary.

Other extenuating circumstances that were unexpected and beyond the students control

REQUIRED DOCUMENTATION:

- Student's typewritten statement of circumstances that impaired performance and why future academic performance will not be impaired.
- 3rd Party statement(s) attesting to extenuating circumstances and effect on student performance
- Other documentation as requested by SAP Appeals Committee
- Employment alone will not suffice as an extenuating circumstances

Student Name: _____

Student ID#: _____

Academic Designee's Statement:

I have examined all documentation provided by this student and I am:

- Recommending that financial aid be reinstated**
He/she has provided sufficient documentation and I have counseled student on Requirements to bring Satisfactory Academic Progress (SAP) status to an acceptable level within one academic term. I have attached an Academic Plan if this student requires two terms to regain SAP status.

- Recommending that financial aid NOT be reinstated**
He/she **has not** provided sufficient documentation and/or it is mathematically impossible to regain SAP within the next two terms.

Printed Name of Academic Designee

Signature of Academic Designee

Date

Printed Name of Undergraduate Academic Advising Representative
(Required if student is on Academic Probation)

Signature of Undergraduate Academic Advising Representative

Date

Signature of Student

Date

Office of Financial Aid

New York Institute of Technology
Northern Blvd.
Old Westbury, New York 11568
Phone - (516)686-7680
Fax – (516) 686-7997

Satisfactory Academic Progress (SAP) Appeal Instructions

Submission Deadlines:
Grades Earned Summer -- Nov 1
Grades Earned Fall -- March 1
Grades Earned Spring – July 1
Appeals submitted after these deadlines will not be considered.

Federal and Institutional regulations governing student financial aid require aid recipients to maintain standards of academic progress towards completion of their degree. Satisfactory Academic Progress is monitored after each semester, including summer. Please see the following web page for full details of the NYIT Financial Aid SAP Policy: https://www.nyit.edu/admissions/satisfactory_academic_progress

Step 1:

Complete the Appeal Form on Page 2

1. Complete Term Applied and Academic Level
2. Complete all identifying information
3. Gather all documentation to supplement your appeal

Step 2:

Document situation with Statement of Explanation.

- Attach a typewritten letter which clearly explains the following:
1. What were the circumstances that prevented you from meeting the SAP standards?
 2. What was your responsibility for these events?
 3. How have your circumstances changed so as to improve your academic standing?
 4. What steps you have taken to ensure you will make Satisfactory Academic Progress in the future?

Step 3:

Make an appointment with the appropriate Faculty Designee for your particular major.

Designee list can be found online at:
nyit.edu/admissions/uap_designee

1. Your Faculty Designee will determine if the documentation you have provided is sufficient for an Appeal to be approved.
2. The designee must also determine if you can regain eligibility within one semester.
3. If it is not possible to regain eligibility in one semester, you will be provided an Academic Plan, which will delineate the courses and grades that will be required for the following two terms.

Step 4: Submit completed UAP Appeal Form and all supporting documents to the Office of Financial Aid

- Documents can be submitted via:
1. Fax: 516-686-7997
 2. Email: finaid@nyit.edu
 3. Mail: NYIT Office of Financial Aid Northern Blvd. Old Westbury, NY 11568
 4. Hand Delivery to Long Island or New York City Campuses

For all appeals, depending upon your circumstances and nature of your appeal, you may attach other supporting documentation (if appropriate) that further documents your situation (i.e. letter from a doctor, copy of death certificate, etc.)

You will be notified by mail as to whether or not your Appeal has been approved. All decisions are final.