



## Satisfactory Academic Progress Appeal Form

Student name: «FirstName» «LastName»

Student ID #: «StudentsId»

Email Address: «XccEmailAddress»

A review of your academic transcript has revealed that you are in unsatisfactory status and will not be eligible for financial aid for the following semester(s).

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.

Satisfactory Academic Progress guidelines are available for review in the college catalog as well as on the financial aid webpage on [www.sage.edu](http://www.sage.edu).

Students who are not meeting these published standards will not be eligible to receive federal or institutional aid.

### Right to Appeal:

Students have the right to appeal any decision of ineligibility to continue to receive financial assistance. Appeals must be filed within **30 days** of notification that aid eligibility has been lost. An appeal must be typed and sent to the Director of Financial Aid, 65 First Street, Troy, NY 12180. 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, 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 still be able to regain your eligibility for future semesters. This is done by enrolling at Russell Sage College at your own expense -- without financial assistance -- and meeting Russell Sage College satisfactory academic progress guidelines.

*If you wish to appeal, please follow the instructions below:*

1. Letter of Explanation for requesting an appeal: You must submit a typed letter of explanation detailing the special circumstance(s) and how your studies were affected. The letter should include how the situation has been resolved to enable you to regain satisfactory academic progress.
2. A letter of support from your academic advisor. This letter should include the advisor's belief that you will be able to maintain satisfactory academic progress inclusive of pace.
3. Required Supporting Documentation:
  - If you or an immediate family member experienced a serious injury, illness or mental health condition, please include a statement from your physician or mental health professional reflecting date(s) of occurrence/treatment.
  - If you experienced the death of an immediate family member, please attach a copy of the death certificate, paper obituary/link to online obituary, or a statement from physician.
  - If you experienced other circumstances beyond your control, please attach documentation that supports the situation.

**Undergraduate Students:** If you have attempted over 150 hours and have not completed your undergraduate degree requirements, you must provide an advisor's statement giving the month and year of your expected graduation date written on departmental letterhead.

**REMEMBER: all appeals MUST be made within 30 days of receiving this letter or 2 weeks prior to the start of the semester, whichever comes first, and include the following:**

1. This appeal form
2. Signed letter of explanation
3. Any relevant supporting documents
4. Academic advisor's letter of support

Failure to submit **ALL** required documentation will result in the rejection of your appeal. Appeals will not be accepted after the start of the semester. No exceptions will be made.

The Financial Aid Appeals Committee will review all of the documentation that you submit. The committee will send its decision within 10 working days to your SAGE email address.

**Student Certification:** I certify that I have read the Satisfactory Academic Progress Policy applicable to my class standing.

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Student Signature

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Date

**Submit this form:**  
**Russell Sage College**  
**Director of Financial Aid**  
**65 First Street**  
**Troy, NY 12180**



Office of Financial Aid 65 1<sup>st</sup> Street Troy, NY 12180 Phone 518-244-4525

## Evaluation of Academic Performance

*(To be completed by advisor)*

Student Name: \_\_\_\_\_

SID: \_\_\_\_\_

1. What is your assessment of the student's potential to meet the requirement? \_\_\_\_\_

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2. Are you aware of any extenuating circumstances that have hindered the student's academic performance? If so, please comment. \_\_\_\_\_

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3. Please provide comments or recommendations regarding the student's academic performance.

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Evaluation completed by (*please print*) \_\_\_\_\_

College \_\_\_\_\_ Phone # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you.

**ALL PAGES OF THIS SAP APPEAL FORM MUST BE SUBMITTED**

*Russell Sage College, Office of Financial Aid, 65 1<sup>st</sup> Street, Troy NY 12180*