



Stony Brook  
University

For Office Use Only	
Checklist Item	9SAPFG
COMKEY	9SAPWV

Financial Aid and Scholarship Services

## 2019-2020 Graduate Federal Satisfactory Academic Progress Appeal Form

(Suspended or Dismissed students are not eligible to file a SAP appeal)

Indicate the term for which you are appealing the loss of your Federal Financial Aid awards:

**Summer 2019**

(Deadline 8/2/19)

**Fall 2019**

(Deadline 12/6/19)

**Spring 2020**

(Deadline 5/8/20)

Appeals and ALL supporting documentation must be received by the Office of Financial Aid and Scholarship Services by the deadlines above. Any materials submitted after the term deadline WILL NOT be reviewed.

Name: \_\_\_\_\_ SBU ID # \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Graduate Program: \_\_\_\_\_

**Step 1** – Print an unofficial Stony Brook University academic transcript from your SOLAR account.

**Step 2** – Review your FedSAP letter notification from the Financial Aid Office. **Which of the areas listed below were identified as those that you are currently failing to meet?** Check all that apply.

**Cumulative GPA Requirement** – You must complete **Section A**.

**Maximum Time Frame Requirement** – You must complete **Section B**.

**Note:** If you checked more than one box, insure all appropriate sections are complete.

**Step 3** - Create and submit an appeal letter. The letter must:

- ✓ Establish that the reason for your failure to meet the FedSAP requirement was a result of extenuating circumstances beyond your control. For example:
  - Explain why you have been in graduate school longer than 3 years for a full-time Master's, 5 years for a part-time Master's, or 7 years for a PhD program and still have not graduated.
  - Explain why your cumulative GPA is below the minimum requirement of 3.0.
- ✓ If your external circumstances warrant supporting documentation (for example, there was a medical condition associated with these circumstances, a death in the family, or other scenarios that could be supported by a third party) please include third party supporting documentation. **Students enrolled in Health Sciences programs must include a letter of support from their academic department.**
- ✓ Explain why those circumstances either no longer exist or why they will no longer negatively impact your ability to graduate.
- ✓ Detail the steps that you will be taking to insure your academic success.

**Section A - GPA Requirement:**

Download the [Future GPA Calculator](#) from the Financial Aid Website. You will need to refer to your transcript to complete this task. Print and include in the submission of your appeal packet.

**Section B – Maximum Time Frame Requirement**

Take this form to your graduate department and have the appropriate academic advisor complete the information below.

**Graduate Department Staff Member:** Please review the student’s academic record. For Master’s students please indicate the remaining courses needed to complete requirements for graduation. For PhD candidates, please indicate the number of terms needed for program completion. *Attach a separate sheet or departmental checklist form if additional space is needed.*

Master’s Students		PhD Students	
Courses Remaining for Program Completion (including in progress)	Credit Value	Terms Remaining for Program Completion (including in progress)	

Total # of credits required to complete program:

Total # of terms required to complete program:

**Department:** \_\_\_\_\_ **Advisor Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing this document I certify that all of the information included in and attached to this document is true and accurate.

\_\_\_\_\_  
**Student Signature:**

\_\_\_\_\_  
**Date:**

# Financial Aid Mailing and Contact Information

For Secure and faster processing, submit this form via the “Upload Process” located on your SOLAR to Do List Item.

Be sure to include the student’s name and **Stony Brook ID** on all correspondence.

If you elect to not upload, mail or fax all documents to the appropriate financial aid department listed below. **This method of submission will cause a delay in processing.**

**Schools of Nursing, Social Welfare, Health Technology and Management, and the Graduate Programs in Public Health and Nutrition:**

Health Sciences Office of Student Services

Health Sciences Tower Level 2, Room 271 Stony Brook, NY 11794-8276

Telephone: 631-444-2111

Fax: 631-444-6035

[hscstudentservices@stonybrook.edu](mailto:hscstudentservices@stonybrook.edu)

**All Other Graduate and Undergraduate Programs**

Office of Financial Aid and Scholarship Services

Administration Building Room 180

Stony Brook, NY 11794-0851

Telephone: 631-632-6840

Fax: 631-632-9525

[finaid@stonybrook.edu](mailto:finaid@stonybrook.edu)