Federal Title IV Financial Aid Eligibility – Satisfactory Academic Progress (SAP) Appeal

FREQUENTLY ASKED QUESTIONS

This document was created to answer some of the common questions and concerns regarding Title IV Appeals for Federal Financial Aid. Title IV funding includes the following programs: PELL grant, FSEOG, Federal Work-Study, Perkins Loan, Fed Loans, and PLUS Loans. For more information, please review the Financial Aid section of the College Catalog or view the Catalog online at http://www.citytech.cuny.edu/financial-aid/

1. Why do I have a Satisfactory Academic Progress (SAP) block?

**Answer:** You are not receiving Federal Title IV Financial Aid because you have not met the academic standards of the College. Satisfactory Academic Progress Standards require that you meet specific criteria to receive funding from federal programs such as, the PELL Grant, FSEOG, Work Study, Direct Loans, etc. For more details, review standards at web site above or in the College Catalog. One or more of the following issues may be the cause of the block of your Federal Aid. This means that:

- You may have **exceeded the number of credits required** for your degree program.
- You may have **withdrawn (W or WU or WN)** from a **number of classes**, which can adversely affect your eligibility.
- You may need to **declare a major** if you are currently listed as “Undeclared.”
- You may not be meeting the **minimum GPA requirement**.

***Please note that there may be more than one standard you are not meeting. For more specific information, please visit the Office of Student Affairs in N325 where a Committee on Financial Aid Standing Liaison can assist you.

2. I need to submit a SAP appeal. What are the chances it will be approved?

**Answer:** Appeals are never guaranteed to be approved, even if the appeal includes all requirements. SAP appeals are reviewed on a case-by-case basis. For each appeal, the committee reviews the signed appeal form with a personal statement outlining the hardship, the resolution, and supporting documentation. All appeals that are submitted without supporting documentation will be denied, no exceptions.

3. How long does the appeal process take?

**Answer:** Your appeal will be reviewed and processed within 7-10 business days after the receipt of an appeal request. More time may be needed to review your appeal during peak periods at the College. You will be notified via your City Tech email account of the decision of the Committee on Financial Aid Standing.

4. I have never used financial aid before. Why are you looking at my previous semesters?

**Answer:** Per Federal regulations the committee must evaluate students for SAP based on cumulative academic history, regardless of whether the student is a first-time applicant or no financial aid was used for those previous terms.

5. I changed my major. Why am I considered ineligible?

**Answer:** You may be ineligible for one or more of the following reasons:

- You may have too many credits for your degree program; i.e. You have attempted more than 90 credits for an associate degree or more than 180 credits for a bachelor’s degree.
- You may have transferred to City Tech with credits from another college/university.
• You may have withdrawn (W/WU/WF) from too many courses in your program.
• You may have returned to City Tech after being dismissed or leaving the college.

***Additionally, please note that the committee will consider all coursework you have completed. Your change of program will be reviewed and used to calculate your current eligibility.

6. I am a transfer student. Are my transfer credits considered?

Answer: Yes. Transfer credits are considered when determining Federal Title IV Financial Aid eligibility.

7. Do I need to attach the requested documentation to support my appeal?

Answer: Yes. The committee will not grant an appeal without this information.

8. I was approved for an appeal, but I need to do an Academic Plan. What does that mean?

Answer: You will need to draft a written outline that lists the courses you are taking and the courses you are planning to register for in the coming semester. You need to do this in consultation with your academic advisor or program advisor. You may also do this in the Counseling Office. This plan is to assist you in moving through your academic program successfully completing courses and maintaining the required GPA to receive Title IV funding. You must provide a copy of the plan to the Office of Student Affairs in Namm 325. Failure to complete and or submit an academic plan may result in the loss of your Federal funding for future semesters.

9. I was not approved for my appeal. What do I do now?

Answer: You may continue to take classes without Federal Title IV Financial Aid assistance. At the end of each semester you may request to have your eligibility reviewed for the next semester. Regardless of whether your appeal is approved or denied, you are responsible for the cost of attendance. An appeal is not a guarantee of financial aid.

10. I have appealed before and I was denied. Can I submit another appeal this semester?

Answer: No. While there is no limit to the number of times students may appeal their eligibility throughout their academic careers, only ONE (1) appeal will be reviewed per semester. The decision of the committee is final and not subject to further review.

11. Is a SAP appeal the same as a TAP appeal?

Answer: No. Appealing for TAP (New York State aid) is a separate process from a SAP appeal. You can complete an appeal for TAP in the same office location, but there are two separate and distinct forms to be completed.

12. What is the difference between TAP and SAP?

Answer: New York State's Tuition Assistance Program (TAP) provides grants to students for tuition. The TAP program is administered by the NY State Higher Education Services Corporation (HESC). SAP is required for students to receive Federal Title IV Financial Aid funding (Pell, SEOG, Work Study, Direct Loans, etc.). Both TAP and Federal Title IV Programs, including PELL, have academic requirements as well as income-based rules and regulations you must follow. For more information on these programs, please visit https://studentaid.ed.gov/sa/types.

13. Where can I submit a TAP and/or a SAP (PELL) appeal?

Answer: You can submit BOTH a TAP and SAP (PELL) appeal in the Office of Student Affairs in Namm 325.