



## CUNY’s Financial Aid Satisfactory Academic Progress (SAP) information and SAP Waiver appeal instructions

**Federal regulations require all students to meet specific academic criteria prior to receiving Federal Student Aid** (Pell Grant, SEOG, Work Study, Direct Student Loans, Perkins Loan, etc.). Collectively, these criteria are referred to as Satisfactory Academic Progress (SAP) requirements and reviewed annually by the college. Specifically, Lehman College students must meet all of the following City University of New York (CUNY) Financial Aid Satisfactory Academic Progress requirements:

- A. Attempt no more than 180 credits (Graduate Studies credit maximums vary according to program length).**
- B. Achieve and maintain a Cumulative GPA that is consistent with CUNY SAP Regulations: (Graduate Students: 3.0 GPA).**

.5-12 attempted credits requires at least a 1.5 GPA	13-24 attempted credits requires at least a 1.75 GPA	25 attempted credits requires at least a 2.0 GPA
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- C. Accumulate credits toward graduation in accordance with the CUNY SAP Regulations:**

<b>Credits Attempted</b>	<b>15</b>	<b>30</b>	<b>45</b>	<b>60</b>	<b>75</b>	<b>90</b>	<b>105</b>	<b>120</b>	<b>135</b>	<b>150</b>	<b>165</b>	<b>180</b>
<b>Require these number of Earned Credits</b>	<b>0</b>	<b>5</b>	<b>16</b>	<b>27</b>	<b>42</b>	<b>50</b>	<b>63</b>	<b>72</b>	<b>84</b>	<b>95</b>	<b>108</b>	<b>117</b>

If you were identified as not meeting one or more of CUNY’s Financial Aid Satisfactory Academic Progress criteria listed above you are not eligible to receive Federal Title IV Financial Aid (Pell Grant, SEOG, FWS, Direct Student Loans, Perkins Loan, etc.)

In addition, you should review your CUNYFirst account for information regarding possible financial liability as a result of not meeting SAP.

Federal Student Aid eligibility will be restored when your academic record demonstrates that CUNY SAP requirements are being met. You may also regain federal financial aid eligibility through the SAP Waiver Appeal process. SAP Waiver Appeals are evaluated with regards to the circumstances that negatively affected your academic success. Some of those factors may have included illness, injury and or personal tragedy. Additionally, factors regarding changes in circumstances and/or expectation for improvement are also weighed.

If you wish to file an appeal, follow the instructions on the next page.

## APPEAL INSTRUCTIONS

### Academic Dismissal/Loss of Federal Title IV Financial Aid Eligibility

**For Undergraduate students** submit your electronic SAP appeal to the Office of Academic Standards and Evaluation using this link:

[https://lehman.smapply.io/prog/undergraduate\\_appeals/](https://lehman.smapply.io/prog/undergraduate_appeals/)

**For Graduate students** submit your typed written SAP appeal via email to the Office of Graduate Studies [graduate.studies@lehman.cuny.edu](mailto:graduate.studies@lehman.cuny.edu)

- Your appeal must address each of the following questions:**
  - What circumstances have contributed to your poor academic performance? How did these circumstances affect the grades that you earned?
  - What steps are you taking (or what steps have you taken) in order to resolve the difficulties in your academic and/or personal life?
  
- If relevant, you must provide documentation in support of your appeal.** Documentation must be on official stationery and from professional sources, such as doctors, therapists, or employers. It must be verifiable (i.e., include telephone and/or license numbers). In documenting tragedies such as the death of a relative, a copy of the death certificate is required.
  
- Graduate students - your appeal must be typed and submitted via email only. Handwritten statements will not be accepted. Please include the following information:**
  - Name
  - EMPLID
  - Address
  - Phone number
  - Email address
  - Date
  - Signature

**\*\*\*PLEASE NOTE: Incomplete Appeal requests will be delayed, not considered or rejected.\*\*\***  
**\*\*\*Completed appeal applications will be reviewed in the order they are received. \*\*\***