University at Buffalo Financial Aid

2017-2018 SAP Transfer Credit Appeal Form

Federal regulations require that students make Satisfactory Academic Progress (SAP) towards the completion of their degree in accordance with the school's SAP policy. The University at Buffalo's Satisfactory Academic Progress policy is available online at: http://www.financialaid.buffalo.edu/process/sap.php.

Per federal Satisfactory Academic Progress regulations, a student must complete his/her degree requirements within 150% of the published time frame for degree completion. For example, if a degree program requires 120 credit hours, the student would be required to complete his/her degree requirements within the maximum time frame (MTF) of 180 attempted credit hours:

120 credit hours for degree x 150% = 180 attempted credit hours to complete degree requirements
(*Programs that exceed 120 credit hours are adjusted according to the UB catalog.)

All transfer credits are notated on the University at Buffalo academic transcript. However, the academic transcript may not accurately reflect the number of credit hours accepted by the student's program towards the degree and general education requirements. If the total number of attempted credit hours (transfer and UB credits) meets or exceeds 180, a student is deemed ineligible for federal financial aid.

A student may appeal the loss of his/her financial aid eligibility due to excess transfer credit hours that cause the student to meet or exceed the maximum time frame (MTF) only if the following conditions are met:

- The total number of transfer credits is equal to or exceeds 30
- The student is accepted into a degree program, "intended" majors are not eligible
- The student is meeting the GPA and Pace requirements which are available to review at:
  http://undergrad-catalog.buffalo.edu/policies/finances/federal.shtml

Instructions:

Complete pages 2 and 3 of the appeal form and attach any supporting documentation. Please be advised that incomplete applications or applications lacking sufficient documentation and signatures will be denied. Submission of this form does not guarantee the reinstatement of your financial aid eligibility. You will be notified via email of the outcome within 2-3 weeks of appeal submittal.

Return to:

Financial Aid
Attn: Bill Rudick
University at Buffalo
115 A Porter Quad
Buffalo, NY 14261-0051

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Part 1: Student Information

Student Name:_____ UB Person #_____

Permanent Address: _____

UB E-mail Address: _____Daytime Phone: (_____) _____

Anticipated Graduation Date: _____

Semester for which application is being submitted: _____

I understand that completing this form does not guarantee the reinstatement of federal financial aid. If my appeal is approved, I understand that I may only receive funding for the course work listed on part III.

I have also read and understand the University at Buffalo's Satisfactory Academic Progress Policy and Federal Financial Aid Requirements which are available online at: http://www.financialaid.buffalo.edu/process/sap.php.

_____   _____
                Student's Signature   Date

Part 2: Academic Plan (to be completed by an Academic Advisor)

1. Approved Major/Degree Program:_____

2. Total number of credit hours required for the degree listed above: _____

3. Student's anticipated graduation date (Ex. Spring 2018):   _____

4. Total number of transfer credits currently listed on academic transcript: _____

5. Total number of transfer credits **NOT** being utilized to meet degree and general education requirements: _____

Please also complete Part 3 of the Transfer Credit Appeal Form. You may attach additional sheet(s) if necessary. Please be sure to include the student's name and Person number, as well as your signature and date on additional attachments.

_____ _____
                Academic Advisor (Please Print)   Date

_____ _____ _____
                Academic Advisor Signature   UB Email Address   Phone Number

Part 3: Remaining UB Courses (to be completed by an Academic Advisor)

Student Name: _____ Person Number_____

List the *remaining* UB courses required for degree completion (attach an additional sheet if needed):

Course Title	Number of credit hours

Total number of remaining credit hours required for degree completion: _____

Advisor Signature: _____ Date: _____