



APPEAL FOR FINANCIAL AID PROBATION  
ACADEMIC YEAR \_\_\_\_\_

Student Name \_\_\_\_\_ ECC ID Number \_\_\_\_\_ Date \_\_\_\_\_

You failed to maintain Satisfactory Academic Progress (SAP), however, you may file this appeal to be placed on Financial Aid Probation. If you had extenuating or special circumstances beyond your control (read the of the SAP Policy on our website at [www.essex.edu](http://www.essex.edu)), please follow the steps below to successfully file your appeal:

Step 1 - Briefly describe below the reason you failed to maintain SAP and describe what has changed to allow you to maintain SAP.

Step 2 - Attach documentation to support your reason for this appeal

Step 3 - Once you complete this form, take this form and your documentation to an Academic Counselor/Advisor to discuss your academic status and develop an Academic Plan, which if followed will help you regain good academic standing at some point in time. Note: Academic Counselor/Advisor Locations: Student Development Office, Room 4122, the EOF Office, Room 3202 and on the West Essex Campus.

Step 5 - The Academic Counselor/Advisor will submit your Academic Plan to the Financial Aid Office for approval.

Briefly describe the reason you are filing this appeal: \_\_\_\_\_

Describe what has changed that will allow you to demonstrate satisfactory academic progress during your next semester/term of enrollment?

If this appeal is approved by the Financial Aid Office, you will be awarded for one semester only and your status will be reviewed at the end of the Financial Aid Probation semester/term:

- You must maintain a semester/term GPA of 2.0 or better; and
- You **may not** earn any of the following grades in any course taken during the semester/term: **F, I, W, N** or be reported as a **No Show** in any course; and
- You must maintain all of the conditions of your Academic Plan

If your appeal is denied you must apply for Conditional Probation. The Conditional Probation Form is available on our website at <http://www.essex.edu/fa/>. If approved for Conditional Probation:

- You will be awarded for one semester only
- You must earn a 2.0 or better GPA during that semester/term
- You **may not** earn any of the following grades in any course taken during the semester/term: **F, I, W, N** or be reported as a **No Show** in any course taken during that semester/term.
- You must maintain all the conditions of your Academic Plan

If you fail to follow your Academic Plan and maintain the standards of Conditional Probation, you will no longer be eligible for aid at ECC.

CERTIFICATION STATEMENT:

I certify that I have read this form, provided documentation to support my appeal and all statements provided are true and correct to the best of my ability and I understand that my grades must be posted before eligibility can be determined. If I register before eligibility is determined, I must be prepared to make a payment on my registration bill.

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

OFFICE USE ONLY:  APPROVED  DENIED FAO Signature \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

# OFFICE USE ONLY

## FINANCIAL AID PROBATION APPEAL WORKSHEET

Academic Year \_\_\_\_\_ Semester/Term \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ ID Number \_\_\_\_\_ SSN \_\_\_\_\_

Major/Curriculum Code: \_\_\_\_\_ College GPA: \_\_\_\_\_

CREDIT INFORMATION	MAXIMUM TIME FRAME CALCULATION	EARNED CREDIT CALCULATION
Number of credits needed for degree _____	Maximum # of credits allowed _____	Number of degree credits required _____
Maximum attempted college credits allowed _____	(-) minus attempted college credits _____	(-) minus # of earned college credits _____
College credits attempted _____	(=) # of credits allowed to reach maximum _____	(=) # of credits remaining for degree _____
College credits earned _____		

### Terms of the Academic Plan

**Student must do the following: (check all that apply)**

- You must maintain a semester/term GPA of **2.0** or better or better **or** regains SAP eligibility
- You may not receive the following grades during the probation semester or term: **"F, I, W, N** or be reported as a **No Show** in any courses for the semester.  
If you earn any of these grades during the probation semester/term, SAP must be calculated to determine you meet SAP.
- If student changes majors, student will be required to meet with an Academic Counselor to discuss his/her status.
- Student must maintain the conditions of your Academic Plan.  Other: \_\_\_\_\_

**Amendments to original plan:** \_\_\_\_\_ Counselor's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Student's plan is approved:**  YES  NO Counselor's Name: \_\_\_\_\_ Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Certification:**

Pending Financial Aid approval, I understand the terms of this Academic Plan and I understand that I may be eligible for aid as long as I follow this Plan. I understand that I can also make Satisfactory Academic Progress (SAP) in the future if I meet the standards of SAP and/or complete my degree requirements. I further understand that once I exceed the maximum time frame requirements for my degree or certificate, regardless of the plan or my failure to meet the terms of this plan, I am no longer eligible for aid at Essex County College.

Student' Signature: \_\_\_\_\_ Date: \_\_\_\_\_