



**OFFICE OF FINANCIAL AID**  
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 Room 3220 www.essex.edu/fa

**APPEAL FOR FINANCIAL AID PROBATION - ACADEMIC YEAR 2019-2020**

*Please print or type clearly*

Student Last Name	First Name	ECC ID #	Home Phone	Mobile Phone

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 satisfactory academic progress policy on our website), 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. An appeal must be accompanied by appropriate, formal documentation for substantiation. See the chart, "Satisfactory Academic Progress – Supporting Documentation for 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 issued a Financial Aid Probation, with eligibility for financial aid for one semester only. 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, any Withdrawal related grade,** or be reported as a **No Show** in any course; **and**
- You must maintain all of the conditions of your Academic Plan

**If you fail to make satisfactory academic progress after the Financial Aid Probation period, you will not be eligible for financial aid for the following semester/term.**

**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.

Signature (Full, complete signature; no initials)	<b>FOR OFFICE USE ONLY</b>
	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
Date	FAO Signature/Date

# FINANCIAL AID PROBATION ACADEMIC APPEAL WORKSHEET

<b>ACADEMIC YEAR</b>		<b>SEMESTER/TERM</b>	
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<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>ECC ID NUMBER</b>	<b>MAJOR/CURRICULUM CODE</b>	<b>COLLEGE GPA</b>

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

### TERMS OF THE ACADEMIC PLAN

**Student must do the following (Student must check each box that is applicable):**

- 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, 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: \_\_\_\_\_

### 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 in the future if I meet its standards 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: \_\_\_\_\_

### FOR COUNSELOR USE ONLY

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

**Student's plan is approved/supporting documentation for appeal accompanies the appeal:**  YES  NO

Counselor's Name: \_\_\_\_\_ Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_