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: www.essex.edu/fa), 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.
### ACADEMIC CREDIT INFORMATION

<table>
<thead>
<tr>
<th></th>
<th>MAXIMUM TIME FRAME CALCULATION</th>
<th>EARNED CREDIT CALCULATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of credits needed for degree</td>
<td>Maximum number of credits allowed</td>
<td>Number of degree credits required</td>
</tr>
<tr>
<td>Maximum attempted college credits allowed</td>
<td>(-) minus attempted college credits</td>
<td>(-) minus number of earned college credits</td>
</tr>
<tr>
<td>College credits attempted</td>
<td>(=) number of credits allowed to reach maximum</td>
<td>(=) number of credits remaining for degree</td>
</tr>
<tr>
<td>College credits earned</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TERMS OF THE ACADEMIC PLAN

- Student acknowledges the terms of this Academic Plan and understands that they are eligible for student aid as long as the Plan is followed, and that they must maintain the conditions of the Plan.
- Student acknowledges existence of the College’s Satisfactory Academic Progress policy for student aid, available on the Financial Aid website at [www.essex.edu/fa](http://www.essex.edu/fa), in the Financial Aid Counseling Tips for Students (FACTS) publication.
- Student acknowledges that they can also make satisfactory academic progress in the future if they meet its standards and/or complete their degree requirements.
- Student acknowledges that they must maintain a semester/term GPA of 2.0 or better or better or regains satisfactory academic progress eligibility.
- Student acknowledges that they may not receive the following grades during the probation semester or term: “F, I, Any Withdrawal related grade, 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.
- Student acknowledges that if they change majors, they are required to meet with an Academic Counselor to discuss academic status.
- Student acknowledges that once they have reached the maximum time frame for their degree or certificate program, regardless of the plan or failure to meet the terms of the plan, they will no longer be eligible for student 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 and supporting documentation for appeal accompanies the appeal: ☐ YES ☐ NO


Counselor’s Name: ________________________________________ Counselor’s Signature: ________________________________________ Date: ________________