



Financial Aid

303 University Avenue, Newark, NJ 07102-1798
p: 973-877-3200 | f: 973-877-3586
Room 3220 | www.essex.edu/fa

SATISFACTORY ACADEMIC PROGRESS FAILURE LETTER

July 2021

Dear Student:

We have completed our review of your academic status for the 2020-2021 Academic Year. **We regret to inform you that you have not met the minimum standards for satisfactory academic progress to receive aid.** Students must maintain satisfactory academic progress to be eligible any student aid at Essex County College. Therefore, you will not be eligible for any student financial assistance. To maintain satisfactory academic progress, you are required to earn at least **67%** of **all** the college level credits you attempt with a **2.0 or better Grade Point Average (GPA)**. The complete financial aid satisfactory academic progress policy, as required by regulation, is available in the *Financial Aid Counseling Tips for Students (FACTS)* publication, which is available on our website.

If extenuating circumstances prevented you from maintaining satisfactory academic progress, you may be eligible to file an appeal. **Instructions for filing a Financial Aid probation appeal are enclosed. Please note that official documentation is required to substantiate any claims made in your appeal. Further, circumstances must be accompanied by third-party documentation (examples: medical professional, religious leader, caseworker). A family member cannot provide third party substantiation of appeal claims.** The complete satisfactory academic progress policy in the FACTS publication, available on our website, includes guidance on submitting an appeal.

If your appeal is approved, you will need to meet with a counselor in either the Student Development and Counseling Office or the Educational Opportunity Fund (EOF) office (the latter only for students receiving EOF funds) to review your academic status and provide an opportunity to discuss any issues that may be impacting on your ability to complete your academic program at the College.

The Financial Aid Appeals Committee will have the final decision on all appeals.

If your appeal is approved and you complete the process by meeting with a counselor, the Financial Aid Office will assess eligibility for student aid for 21-22. If the appeal is denied, you will not be eligible for student aid for the following semester and you will need to pay for any enrollment with your own resources.

If you have any questions, please contact your Financial Aid Officer (a list of all Officers is in the FACTS publication) and has also been included in daily email messaging blasts from the College.

Sincerely,

David R Smedley
Director of Financial Aid



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STEPS FOR FILING A SATISFACTORY ACADEMIC PROGRESS APPEAL

Step 1 - Complete and file your 2021-22 FAFSA® and submit all required documents and forms requested by the Financial Aid Office. You must have a 2021-22 FAFSA® on file before your appeal can be reviewed.

Step 2 - You must complete a Financial Aid Probation Appeal Form to file an appeal. Go to our website to download the form, or request the form from your assigned Financial Aid Officer. The list of Officers is on our web-site and has been included in College daily blast messaging.

Step 3 – Include documentation to substantiate any appeal claim(s). All claim(s) must be substantiated by a disinterested, third party (no family members), on official, professional letterhead, signed and dated.

Step 4 – Submit the appeal form to this office c/o the Financial Aid Appeals Committee. If approved, you will be placed on financial aid probation and awarded for only one (1) semester. At the end of probation Semester, the Financial Aid Office will again review your academic progress to determine if you are eligible to continue receiving aid.

Remember that during the Probation Semester, you are not allowed to earn any of the following grades in any class: “W” - Withdraw, “I” – Incomplete, “F”- Failure, “N” – No Progress, or be reported as a “No Show” (NS) - Non-Attendance. You must earn a 2.0 or better GPA to remain eligible for aid.

MEETING WITH COUNSELOR TO COMPLETE THE PROCESS

If your appeal is approved, you must meet with a counselor in either the Student Development and Counseling (SDC) Office or the Educational Opportunity Fund (EOF) Office (if you are a recipient of EOF funds), during which time the counselor will review your academic record with you and you will have an opportunity to discuss any issues that may be impacting your ability to complete your academic program at the College.

WHEN SHOULD I REGISTER FOR MY CLASSES?

You may register any time.

You are solely responsible for payment until your appeal is reviewed for approval by the Financial Aid Appeals Committee and you complete the process by meeting with a counselor.



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APPEAL FOR FINANCIAL AID PROBATION FORM

ACADEMIC YEAR: _____

Student Name (Last, First): _____

ECC ID Number: _____

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: 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 by a disinterested, third party (professional unaffiliated with you). See the chart, "Satisfactory Academic Progress – Supporting Documentation for Appeal".**
- **Step 3** - Once you complete this form, submit this form to the Financial Aid Office, c/o Financial Aid Appeals Committee, via Mapping Xpress.
- **Step 5** – If your appeal is approved, you will be required to meet with a counselor in the Student Development and Counseling Office, or if you are a recipient of Educational Opportunity Fund grant(s) you should meet with a counselor in the EOF office. The respective counselor office will notify the Financial Aid Office that your counseling is completed. You will not be eligible for any student aid until the counseling office has notified us that your counseling is complete.

Please provide explanation for reason(s) that impacted your ability to make satisfactory academic progress

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

If your appeal is approved, you will be placed on Financial Aid Probation, with eligibility for financial aid for one semester only. At the end of that semester, your satisfactory academic progress will again be reviewed.

- 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

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) | <p align="center">FOR OFFICE USE ONLY</p> <p align="center"> <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> FAP1 <input type="checkbox"/> FAP2 <input type="checkbox"/> FAP3 <input type="checkbox"/> FAP4 <input type="checkbox"/> FAP5 <input type="checkbox"/> FAP6 <input type="checkbox"/> FAPA </p> |
| Date | |



**SATISFACTORY ACADEMIC PROGRESS
SUPPORTING DOCUMENTATION FOR APPEAL
PROGRESO ACADÉMICO SATISFACTARIO
DOCUMENTACIÓN DE APOYO PARA LA APELACIÓN**

| CIRCUMSTANCE(S) <i>Circunstancias</i> | REQUIRED DOCUMENTATION <i>Documentos requeridos</i> |
|---|--|
| EMPLOYMENT-RELATED <i>RELACIONADOS CON EL EMPLEO</i> | |
| Required overtime and/or change in work schedule <i>Horas extras requeridas y / o cambio en el horario de trabajo</i> | Employer letter with effective dates(s) and whether the increase in hours was necessary <i>Carta del empleador con fechas de vigencia y si era necesario aumentar las horas</i> |
| Reduced hours resulting in increased child care need, layoff, job loss. <i>Horas reducidas que resultan en una mayor necesidad de cuidado infantil, despidos o pérdida de empleo</i> | Employer correspondence <i>Correspondencia del empleador</i> Termination/separation letter <i>Carta de rescisión / separación</i> |
| MEDICAL CONDITION <i>CONDICIÓN MÉDICA</i> | |
| Serious illness or change in health status <i>Enfermedad grave o cambio en el estado de salud.</i> | Correspondence from medical/dental provider regarding condition, dates of care, and assessment of applicant ability to return to education. <i>Correspondencia del proveedor médico / dental con respecto a la condición, las fechas de atención y la evaluación de la capacidad del solicitante para regresar a la educación.</i> |
| Surgery/hospitalization <i>Cirugía / hospitalización</i> | |
| Mental Health issue <i>Problema de salud mental</i> | |
| Dental emergency <i>Emergencia dental</i> | |
| STUDENT CHILDCARE ISSUES <i>CUESTIONES DE CUIDADO INFANTIL DE LOS ESTUDIANTES</i> | |
| Child's medical condition <i>Condición médica del niño</i> | Letter from medical provider advising period of recovery. <i>Carta del proveedor médico que aconseja el período de recuperación.</i> Letter from child care/day care provider regarding why child unable to attend. <i>Formulario de carta para el proveedor de cuidado infantil / guardería con respecto al motivo por el cual el niño no puede asistir.</i> |
| Daycare issue <i>Problema de guardería</i> | Correspondence from new and/or former daycare provider. <i>Correspondencia de un proveedor de guardería nuevo o anterior.</i> |
| OTHER POTENTIAL CATEGORIES <i>OTRAS CATEGORÍAS POTENCIALES</i> | |
| Death of loved one <i>Muerte de un ser querido</i> | Letter from counselor, religious leader verifying death of loved one. <i>Carta del consejero, líder religioso que verifica la muerte de un ser querido.</i> Obituary and/or funeral program (with proof of direct familial connection - only for immediate family (parent, sibling, grandparent). <i>Programa de obituario y / o funeral (con prueba de conexión familiar directa, solo para la familia inmediata (padre, hermano, abuelo).</i> |
| Eviction <i>Desalojo</i> | Eviction notice <i>Notificación de desalojo</i> Letter from transitional housing program <i>Carta del programa de vivienda de transición.</i> Verification letter from social worker, counselor, faith leader. <i>Carta de verificación del trabajador social, consejero, líder religioso.</i> |
| Assault/domestic violence <i>Agresión / violencia doméstica</i> | Supporting correspondence from clergy, social worker, counselor, medical provider, or law enforcement representative. <i>Correspondencia de apoyo del clero, trabajador social, consejero, proveedor médico o representante de las fuerzas del orden.</i> |