

### Instructions for completing an appeal for financial aid:

- Complete this form and collect documentation to support your appeal.
- **Take the completed form and documentation to your academic advisor.**
- Your advisor will discuss your academic status and will develop an academic plan with you that will allow you to meet academic standards **within four semesters**.
- You must obtain an approved academic plan by the end of the term.
- Your advisor will submit the approved academic plan to the Office of Financial Aid.
- The Office of Financial Aid will award you for **one semester only** and review your academic status at the end of the probationary period to determine if you will continue to be eligible for aid. This review will recur after each semester until you regain acceptable satisfactory academic progress.
- **Failure to successfully complete your academic plan will result in the immediate loss of your financial aid eligibility at Rutgers University.**

### Please describe the following:

1. What has caused the failure to maintain satisfactory academic progress?
2. What has changed that will allow you to demonstrate satisfactory academic progress during the next semester/term of enrollment?

## Signatures

I certify that all the information reported on this worksheet is complete and correct. I understand that incomplete or missing documents or forms can result in a delay of the aid process. **Note:** if you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.

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Print student name

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NetID

**Please download and use Adobe Reader when completing all forms to avoid any submission issues.**  
**For assistance, please contact your regional One Stop Student Services Center.**

**Academic Progress Policy Information**

All students receiving financial aid from federal and state sources must be making Satisfactory Academic Progress (SAP) to be eligible for aid at Rutgers University.

To be making satisfactory academic progress, students must complete a degree program within an established period of time and maintain a satisfactory Grade Point Average (GPA) as described in the table below.

Academic Status Table		
If Cumulative Credits Completed Equals	Percentage Rate of Cumulative Attempted Credits Completed Must Be:	Cumulative GPA (standard calculation)
<b>1-30</b>	<b>50%</b>	<b>1.40</b>
<b>31-59</b>	<b>60%</b>	<b>1.70</b>
<b>60-89</b>	<b>70%</b>	<b>2.00</b>
<b>90 and over</b>	<b>75%</b>	<b>2.00</b>

Academic progress will be evaluated once per year at the end of each spring semester. All courses in your academic history (including transfer credits from other institutions and Advanced Placement credit) will be counted in the attempted and completed credits, whether or not you were receiving financial aid.

**If you fail to meet the minimum policy standards you are not eligible for financial aid. You will have the right to appeal.**

**Maximum Time Frame for Completion**

You cannot receive financial aid for credits in excess of 150% of the credits required for graduation in your degree program. **For example:** if your degree program requires 120 credits to graduate, you may not receive financial aid for more than 180 attempted credit hours (120 x 150%). This policy is in effect even if you change your major. If you exceed the 150% maximum time frame for your educational program, based on extenuating circumstances or due to a change of major you may appeal only if you are meeting the minimum academic standards (75% and the required GPA) and are within 24 credits of completing graduation requirements. Credits needed beyond this limit must be paid for from your own resources. **You will be limited to one maximum time frame appeal.**

**Part-time Students**

Students enrolled less than full-time will be required to meet the same minimum standards in the Academic Status Table.

**Maximum Number of Remedial Credits**

Federal Aid will pay for a maximum of 30 remedial credits. English as a Second Language (ESL) courses do not count against this limit. Once you attempt 30 remedial credits, aid will only be paid for college level credits.

## **Appeal for Financial Aid Probation**

### **Financial Aid Probation**

If you fail to earn the minimum number of credits and/or the required GPA, you must file an appeal to be considered for financial aid probation. If approved, your probation period will begin your next semester of attendance. You may continue to receive aid while on financial aid probation.

An appeal for financial aid probation will require an academic plan constructed by your Academic Advisor. The academic plan will ensure that you are able to meet SAP standards by a specific point in time. You are considered eligible for aid as long as you continue to meet the terms of the academic plan. The academic plan will be reviewed at the end of each semester until you fulfill the requirements of the plan. **Failure to meet any of the requirements of your academic plan will result in the immediate loss of your aid eligibility.**

### **How to File a Financial Aid Probation Appeal**

You may appeal to be placed on financial aid probation by submitting a completed appeal form to an Academic Advisor within 30 days of the determination of ineligibility\*\*

**\*\*Students enrolled in the School of Arts and Sciences in New Brunswick must submit their appeal form **no later than the date shown on the website.****

You must submit a statement to an Academic Advisor explaining why you did not meet the required completed credits and/or GPA **and what has changed in your situation that will allow you to demonstrate satisfactory academic progress going forward.** Such circumstances might include extreme illness or injury, family crisis, death of an immediate relative, or other special circumstances. The circumstances must be documented with your appeal. During the probation period, you must complete all the course work and meet the required GPA in accordance with your academic plan.

The Financial Aid Office will notify you of the decision within 21 business days from the receipt of your appeal via your Rutgers email address. The decision is final and there is no additional appeal process.

### **Grade and Credits Evaluation**

Passing grades are **A, B, C, D and P (Passing) and S (Satisfactory)**. These grades will count as credits attempted and completed. A **“W”** will count as credits attempted but not completed and repeatedly withdrawing from classes will impact your aid eligibility. All other grades are considered non-passing, unsatisfactory grades. All repeated courses will be counted as credits attempted. You may repeat a failed course until you pass it.

### **Withdrawal Policy**

Charges and credits may be adjusted for students who withdraw from classes. The adjustments for students who totally withdraw from all classes will be based on the Return of Title IV Funds regulations for federal aid and on the University's Refund Policy. Please see details at <https://financialaid.rutgers.edu/withdraw>

### **Student's Responsibility of the Appeal for Financial Aid Probation**

Submit the completed Appeal for Financial Aid Probation to your Academic Advisor. You are responsible for filing an appeal and maintaining the terms of the appeal.