

New Jersey Institute of Technology 2011-12 Satisfactory Academic Progress (SAP) Appeal for Financial Aid Reinstatement

Instructions:

This form may only be accepted if it is typed, includes required documentation, and is signed by you and your academic advisor or dean. You are required to review and discuss your prepared SAP Appeal for Financial Aid Reinstatement with your academic advisor or dean and it is your responsibility once it is signed to submit it to the Office of Student Financial Assistance by the required deadline for the semester or term you are appealing.

You may only submit one appeal per semester or term. The SAP Appeals Committee typically renders a decision within two weeks of when the appeal is received; however, in some instances the committee may wait until your current or most recently taken course grades are reflected on your NJIT academic transcript before rendering a decision.

You will be notified of the decision of SAP Appeals Committee in writing and it will be sent to your NJIT email account. If your appeal is approved, your reinstatement of financial aid for one semester or term may have conditional requirements. In addition, if your appeal is approved, you will be required to meet requirements of an Academic Plan, which, if followed, will allow you to continue to receive financial aid if all other conditions are met. In this instance, you will be assigned a status called “Financial Aid Probation.” The following is the Undergraduate and Graduate student Academic Plan for those who have undergone a successful appeal and are placed on “probation:”

Academic Plan – Undergraduate

- Successfully pass all courses in the probation term
- Register for no more than 13 credits in the probation term
- Obtain a cumulative GPA of at least 2.0 at the conclusion of the probation term
- Attend two CAPE seminars within the first six weeks of the probation semester. The seminar schedule can be accessed at the CAPE website at: <http://www.njit.edu/cape/services/INDEX.php>

Academic Plan – Graduate

- Completion of 100% of the attempted courses in the probation period (i.e. if you register for nine credits you are expected to earn nine credits at the end of the Probation term)
- Obtain a minimum probation period GPA of 3.0

The SAP Appeal Deadlines Dates are as follows:

Semester/Term	Date
Fall Semester	For 2011-12, September 1, 2011
Spring Semester	For 2011-12, January 16, 2012
Summer Terms	July 16, 2011

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COMPLETION OF THIS FORM MUST BE TYPED

Name: _____

Email: _____

NJIT Student ID- _____

Phone Number: _____

Enrollment period for which you are appealing: (check only one)

____ Summer 2011

____ Fall 2011

____ Spring 2012

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Step 3:

You must meet with your academic advisor or dean to discuss this appeal and your academic plan for improvement. You must also obtain his or her signature on this form. Their signature attests that you have met with your academic advisor for academic advising and assistance with developing a realistic plan for academic success. In addition, this confirms that the Academic Plan was explained to you (See Page 1 for details).

Advisor's or Dean's Name

Advisor's or Dean's Signature

Date

Step 4:

Sign and submit the completed appeal form to the Office of Student Financial Aid Services, University Heights, Newark, NJ 07105 or fax to 973-596-6471. We will not accept copies sent via email for security reasons.

[] I have read the SAP policy and understand the expectation of the Academic Plan that I may be required to meet if this appeal is approved by the SAP committee. I also understand that if my appeal is approved, I will be placed on "Financial Aid Probation" and that I will only receive one financial aid payment until I continue to make SAP or meet the Academic Plan at the conclusion of the Probation period.

Student's Name

Student's Signature

Date