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<http://www5.njit.edu/financialaid/sites/financialaid/files/lcms/docs/UploadingDocuments.pdf>

**Mail or Fax:**  
 Student Financial Aid Services  
 NJIT - Student Mall, University Heights  
 Newark, NJ 07102 Fax: 973-596-6471

## Satisfactory Academic Progress (SAP) Appeal 2018-2019

Federal regulations require that all students who receive financial aid meet the Satisfactory Academic Progress (SAP) standards. A student who does not meet the SAP standards is not eligible for financial aid. In order to re-establish financial aid eligibility, you must complete a Satisfactory Academic Progress (SAP) Appeal and submit with required supporting documentation. A student may only appeal if the failure to make Satisfactory Academic Progress was due to extenuating circumstances. For more information on the Satisfactory Academic Progress requirements, please see NJIT's policy on [Satisfactory Academic Progress](#).

**This appeal is for (check one):**

- Summer 2018
- Fall 2018
- Spring 2019

**Appeal Deadlines**

- Summer 2018: June 4, 2018
- Fall 2018: September 7, 2018
- Spring 2019: January 28, 2019

### STUDENT INFORMATION

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
NJIT ID

\_\_\_\_\_  
Phone Number

### REASON FOR APPEAL

Check the circumstance that applies to you and follow the instructions for the required documents.

Check all Circumstances that Apply	Required Documentation (must include dates)
<input type="checkbox"/> Injury or illness	<ul style="list-style-type: none"> <li>➤ Signed and dated letter from physician on office letterhead verifying medical problem experienced and treatment received with dates; accident/ hospital report etc.</li> </ul>
<input type="checkbox"/> Death of a family member	<ul style="list-style-type: none"> <li>➤ Death certificate or obituary.</li> </ul>
<input type="checkbox"/> Other special circumstances: _____	<ul style="list-style-type: none"> <li>➤ Provide supporting documentation that verifies the circumstances.</li> </ul>

**EXPLAIN YOUR CIRCUMSTANCES**

Provide a detailed **typed** explanation (e.g., illness, injury, death in the family or other extenuating circumstances) with reasons for failing the SAP standards and provide supporting documentation. Please be specific in the explanation of your extenuating circumstances indicating dates and the impact on your academic performance. For example:

- Injury/Illness (who was injured, when, treatment dates and other details)
- Death in the family (name of deceased, date of death and relationship to the student)
- Other extenuating circumstance (please clearly state how the situation was extenuating and unforeseen)

**CORRECTIVE ACTION PLAN**

Provide an explanation of what has changed in your situation (and provide documentation if appropriate) that will now allow you to comply with Satisfactory Academic Progress standards.

**ACADEMIC PLAN**

If your SAP Appeal is approved, you will be placed on Financial Aid Probation with an Academic Plan. For each probation period, you must meet the following conditions of the Academic Plan:

1. Successfully complete and pass all attempted coursework during the probation period. No withdrawals allowed.
2. Achieve a minimum term GPA of 2.0 for Undergraduates and 3.0 for Graduates.
3. Completion of two SALT Courses. Create an account at [www.saltmoney.org/njit](http://www.saltmoney.org/njit) . Follow link for Courses. Complete one of the online courses including the Examination.

**STUDENT CERTIFICATION**

A student signature acknowledges and confirms that he/she has read and understands NJIT’s Satisfactory Academic Progress Appeal terms and conditions.

- I have read and agree to NJIT’s SAP Policy standards.
- I certify the information on this appeal and any supporting documents is accurate and true to the best of my knowledge.
- I understand I am not making SAP and accept the terms and conditions of my academic plan.
- I understand that failure to meet the SAP requirements will result in ineligibility for financial aid.
- I understand that I am responsible for the full balance on my account and/or making alternative payment arrangements with the Bursar’s office.
- I understand that all appeal decisions are final and cannot be appealed.

You are required to meet with your academic advisor to discuss a plan for improvement. Your advisor will assist you in developing a plan to achieve academic success. This appeal will be incomplete without your advisor’s signature.

Advisor Name	Advisor Signature	Date
Student Name	Student Signature	Date

**Review Process**

Please allow 15 business days for the committee to review the appeal. An email notification with the committee’s decision will be sent to the student. A student with an approved appeal will be placed on SAP probation for that term with an Academic Plan. A review will be conducted at the end of the term to ensure the student is meeting the terms and conditions of their Academic Plan.

**For Office Use ONLY**

<input type="checkbox"/> Incomplete	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Date Reviewed: _____	Date Reviewed: _____