

Satisfactory Academic Progress (SAP) Appeal

Federal regulations require that institutions of higher education monitor the academic progress of each applicant for federal financial assistance and that the institution certify that the applicant is making satisfactory academic progress toward earning his/her degree. This determination of progress must be made at the end of each payment term and prior to any financial aid being disbursed to the student. If you are required to submit a Satisfactory Academic Progress appeal it means that you did not meet one or all of the standards according to Rowan College at Burlington County's Satisfactory Academic Progress Policy.

To be completed by the student.

Current Major Pursuing

The major listed here **MUST** match the major you have declared on your student record.

Name

RCBC Student ID #

Email

Preferred Phone Number

SECTION I

If a student loses his/her financial aid eligibility and there are extenuating circumstances that have affected the student's performance, the student should file an Appeal to explain the circumstances.

Examples of extenuating circumstances include:

- Health-related problems (severe injury or serious illness),
- Death of a family member, or
- Unanticipated work-related or family-related changes.

SAP APPEAL SUBMISSION DEADLINES:
Fall – November 1 | Spring – April 1 | Summer – July 1

NOTE: Poor study habits, an overload of coursework, or lack of preparedness do not qualify as extenuating circumstances. However, if the student has a disastrous term for these reasons and it results in a low or zero completion rate an appeal will be considered. **Also, the appeal should not be based upon your need for the assistance OR your lack of knowledge that your assistance was in jeopardy.**

Rowan College at Burlington County – Office of Financial Aid • 900 College Circle, Mount Laurel, NJ 08054-9416
Phone (856) 222-9311, ext. 1575 • Fax (609) 894-0139 • Email financialaid@rcbc.edu • www.rcbc.edu

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NOTE: The RCBC Financial Aid Satisfactory Academic Progress Appeal Committee will review your enrollment record including transfer, developmental, repeated and withdrawn credits and incomplete work in an effort to evaluate your potential for completing your program of study. The student must be able to achieve the minimum requirements for Satisfactory Academic Progress (SAP) at the end of the probation period or have demonstrated significant improvement in their coursework. If the appeal committee determines that achieving minimum requirements for SAP or demonstrated improvement is unlikely or not possible, the student's appeal will be denied. The appeal committee will notify you of its decision by mail to the address noted on the student's record.

Please indicate why you need to appeal for Financial Aid. You may review your academic history and SAP status in your Web Advisor account. (Check appropriate box)

- SUSPENDED:** I did not pass 66.7% of the cumulative total attempted credits OR my cumulative grade point average at Rowan College at Burlington County is below 2.0% for undergraduate work.
- MAXIMUM TIME FRAME:** My total attempted credits at RCBC, including transfer credits, have exceeded 150% of the required coursework for my undergraduate degree.

A completed SAP appeal form must be submitted within the deadlines: Visit rcbc.edu/financialaid for information.

For SUSPENDED Status:

- Your SIGNED, typed personal statement should include:
 - Explanation of the extenuating circumstances that impacted your ability to meet Satisfactory Academic Progress.
 - How the circumstances have been addressed.
 - Your plan of action that explains what will ensure your future academic success.
- Documentation to support the circumstances referenced in your letter (e.g., hospital records, death certificate for family member, statement from employer describing any relevant change in job responsibilities or hours).
- Your unofficial transcript.

For MAXIMUM TIME FRAME Status:

- Your SIGNED, typed personal statement should include:
 - Explanation of why you have reached maximum timeframe; list any circumstances that delayed your progress.
 - Indicate if you have previously graduated from RCBC with a degree.
 - Your plan of action that explains what will ensure your future academic success.
- Your academic plan, which must outline the number of courses you have remaining before degree completion.
 - Your estimated program completion time frame (when you expect to graduate).
 - Advise if you have applied for graduation.
- Your unofficial transcript.

The above items MUST be submitted to the Financial Aid Office in order to have your appeal reviewed. These requirements are mandatory. If you fail to turn in any of the requirements your appeal will be considered incomplete and not be reviewed. Please check WebAdvisor for incomplete status.

By signing this appeal form, I acknowledge that:

1. I certify the validity of the information presented on this appeal form and all related attachments have been written and provide by me.
2. I am responsible for reading and understanding the RCBC Satisfactory Academic Progress (SAP) policy which can be found on the RCBC website at rcbc.edu/financialaid under the additional information section.
3. If this appeal is approved, I will be required to meet the SAP standard in order to maintain eligibility for financial aid.
4. If I am enrolled in the next subsequent term, a SAP decision will not be made until AFTER FINAL GRADES are posted and a new SAP calculation is performed, EVEN IF THE APPEAL WAS GRANTED.
5. I understand the decision of the appeal committee is final.