

## Financial Aid Satisfactory Academic Progress Appeal Tips

Many students have unexpected events that may cause them to have a difficult time during their education. If you have suffered from an exceptional event, you have the right to appeal to regain eligibility to receive financial aid for a probationary period. Your appeal will be kept confidential and the documentation provided will be used for this purpose only.

The Financial Aid Satisfactory Academic Progress Appeal is an online form and has five parts and ALL of them MUST BE COMPLETED. Appeals will NOT be heard in person, so take your time in composing your statement, this is your opportunity to describe any extenuating circumstances that prevented you from making academic progress.

Part 1 - What is the reason(s) for your appeal? Check the appropriate boxes!

Part 2 - State the Facts! Describe extenuating circumstances – make your case! Since your entire academic history MUST be taken into account, please explain your academic progress completely.

- Review your academic transcript and contact an academic advisor or Academic Dean (if you have also been dismissed from the University) and get help planning your future classes and examining strategies for academic progress.
- Think about what circumstances/events occurred that prevented you from meeting the satisfactory academic progress and share those details for consideration of your appeal. Please note that William Paterson University has a variety of support systems available to you. Not being aware of these services, or not taking advantage of them, is not a basis for appeal.
- Extenuating circumstances are compelling and beyond your control. Time constraints and poor study/planning skills are not typically considered extenuating circumstances.
- Your appeal should also list steps that you will take to meet the Financial Aid Satisfactory Academic Progress policy. State what has changed in your situation that will allow you to demonstrate satisfactory academic progress.

Part 3 - Documentation to support your reason for appeal. Required! Please upload in PDF format. Remember that your information is private and confidential. You may upload doctor's notes, academic counselor or advisor's tips and suggestions, divorce decree or separation, medical notes from your doctor, or change of employment, etc. **Appeals will not be reviewed without documentation.** Copying and pasting your appeal letter or transcript is **not acceptable.**

Part 4 - You should meet with an Academic Advisor to develop a successful academic plan!

- While on probation you cannot earn the following grades: F, FN, WD, D, D+, M, INC, N.
- Undergraduate students must earn at least 67% of all attempted credits and carry at least a cumulative 2.0 grade point average by the end of the spring semester.
- Students are strongly encouraged to contact their academic advisor or academic dean (if dismissed from the University) for guidance and assistance in developing a sound academic plan. EOF students may request help at the EOF Office, Raubinger Hall. First year undeclared students may request help at Raubinger Hall Room 140. Transfer and Sophomores & Juniors may request help at the Student Center Room 301.

- Graduate students must earn at least 70% of all attempted credits and earn a cumulative grade point average of at least 3.0 by the end of the semester. Graduate students should contact their program director. While on probation you cannot earn the following grades: F, FN, WD, D, D+, M, INC, N.
- Please keep in mind that you may need to request a special appointment to meet with the appropriate academic advisor or dean, so act promptly. You will find additional contact information for the Satisfactory Academic Progress Policy by accessing the Financial Aid homepage at <http://www.wpunj.edu/financial-aid/>.

Part 5 – Submission of this appeal certifies that you agree and understand that you must abide by the academic plan presented in your appeal! (Exceptions: students who decide to change their major after submitting the academic plan or unable to register for closed or cancelled classes). You should also keep your academic advisor informed of your progress.