



**CRANFORD
CAMPUS**
1033 Springfield Ave
Cranford, NJ 07016
Phone: (908) 709-7500
Fax: (908) 709-7018

**ELIZABETH
CAMPUS**
40 West Jersey Street
Elizabeth, NJ 07016
Phone: (908) 965-6050
Fax: (908) 709 - 7018

**PLAINFIELD
CAMPUS**
232 East Second Street
Plainfield, NJ 07060
Phone: (908) 412-3571
Fax: (908) 709-7018



Satisfactory Academic Progress Appeal

PRIORITY DEADLINE DATE TO SUBMIT A COMPLETE SAP APPEAL TO THE FINANCIAL AID OFFICE FOR CONSIDERATION FOR SUMMER 2019 and FALL 2019 IS AS FOLLOWS:

FINAL DATE FOR APPEALS FOR SUMMER 1 2019:	05/23/19
FINAL DATE FOR APPEALS FOR SUMMER 2 2019 ONLY:	07/09/19
PRIORITY DATE FOR REGISTRATION IN FALL 2019:	07/25/19
FINAL DATE FOR APPEALS FOR FALL 2019:	09/18/19

I. Student Section:

Student Name: _____ **ID:** _____
Phone number: _____

NOTE: IF YOUR APPEAL IS DENIED, YOU CANNOT RESUBMIT THE APPEAL UNTIL YOU HAVE SUCCESSFULLY COMPLETED AT LEAST ONE ACADEMIC TERM WITH THE EQUIVALENT OF 6 CREDIT HOURS AND EARNED A TERM GPA OF 2.0 OR HIGHER. REMEMBER TO CHECK YOUR SAP STATUS AFTER EVERY TERM BECAUSE WE RECALCULATE YOUR PROGRESS EVERY TERM AND THIS CALCULATION IS NOT BASED ON YOUR ACADEMIC RECORD FOR THE PREVIOUS TERM ONLY, BUT ON YOUR CUMULATIVE GPA, OVERALL COMPLETION RATE AND PROGRAM COMPLETION TIMEFRAME.

II. Appeal Process:

1. Meet with an Academic Advisor to devise a plan to improving your academic progress and to attain your goal of graduation.
2. Complete this form with your Academic Advisor.
3. Provide a detailed explanation of the extenuating circumstances that lead to your inability to meet the satisfactory academic progress standards in the previous term(s). Please also include how you will meet the academic objectives of your educational plan. Tips for writing your appeal letter can be found on our website, under Paying For College, Financial Aid Forms.
4. Return all documents to the Financial Aid Office in a timely manner.

Federal and state guidelines require students to maintain satisfactory academic progress (SAP) as part of their eligibility to receive financial aid. SAP standards apply to all terms a student attends regardless of whether or not the student received financial aid. Regulations require students to complete 67% of all attempted credits; maintain a 2.0 cumulative GPA; and complete their program within 150% of the expected timeframe. Upon completion of each term the Financial Aid Office evaluates the course completion rate, GPA and program completion rate. Students who do not meet SAP standards are ineligible to receive financial aid. For more information regarding financial aid appeal regulations, you can visit: <http://ucc.financialaidtv.com/>

By signing this form, I acknowledge that I am responsible for payment in full and/or making payment arrangements while this appeal is being processed regardless of the outcome of the appeal committee. I have read and understood the information in the Satisfactory Academic Progress Policy and what has been reviewed in this Financial Aid Satisfactory Academic Progress Appeal Agreement. I understand that it is my responsibility to follow the procedures to maintain my Financial Aid eligibility. **NOTE: Computer generated signatures are not acceptable.**

Student Signature: _____ **Date:** _____

III. Academic Advisor Section: The above-referenced student and I have reviewed his/her academic progress. We discussed a corrective action plan to improve his/her academic record and achieve satisfactory academic progress and program completion. This educational plan is with the student and is on file in the Academic Advising Department. **ADVISOR: Must check box below.**

Advisor Name: _____ **Extension:** _____
(print name)

Advisor Signature: _____ **Date:** _____

APPEAL TERM: (check box below)		
Summer I	Summer II	Fall
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV. Financial Aid Section - Office Use Only:

SAP Appeal Committee Decision: _____ **Probation** _____ **Denied**

Notes: _____

No federal, state, or institutional financial aid will be awarded to you until the verification process is complete.

Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

Union County College is accredited by The Middle States Commission on Higher Education.

<http://ucc.financialaidtv.com/>

Financial Aid Office – financialaid@ucc.edu