

Satisfactory Academic Progress - Financial Aid Appeal

IMPORTANT: Before submitting your appeal, you must read the following and sign below:

I understand:

- I am allowed only one (1) probation appeal during my academic career at Salem State University.
- To file an appeal, I must be able to get myself into good academic standing **within 3 semesters**.
- I must complete and adhere to an Academic Contract each semester for which I am on probation. (Maximum 3 Terms)
- I am aware that appeal decisions are final.
- My Academic Contract will be reviewed by financial aid each semester to assure I am meeting the agreed upon requirements. If I am not meeting my contract, my aid will be cancelled, and I will remain ineligible for aid until I come back into good academic standing. (CUM 2.0 GPA 66% completion rate)
- If I am on academic probation and I take a leave of absence, **it is my responsibility to notify Academic Advising and to update my academic contract**. Taking a leave and not updating my contract may result in a contract violation and the loss of my financial aid.
- If my appeal is denied, or if I don't file, I am fully responsible for all charges to the university.
- I understand that my appeal MUST be both legible and complete or it may be returned to me to re-write, or may simply be denied.
- **This form is required to submit an appeal**, if I don't submit this form, along with my self-assessment and academic contract, my appeal will be invalid and not reviewed.
- The appeal committee may contact student support offices on campus (TRIO, Disability Services, Academic Advising, etc.) on my behalf if I am registered with said office or they feel it those offices can help me to succeed academically.
- I may be asked to meet with a support office staff person as a condition of my appeal.

I have read, and I understand the above information.

Signed _____ Date _____

I am currently a:

Freshman
Sophomore
Junior
Senior

Resident Student
Commuter

Please check all that apply

- ☐ I am a veteran
- ☐ I receive academic support and/or services from Center for Academic Excellence
- ☐ I receive academic support and/or services from TRIO Student Support Services
- ☐ I am registered with the Disabilities Services Office on campus
- ☐ I receive academic accommodations through the Disabilities Services Office

This is my first time filing an academic probation appeal

<p><u>OFFICE USE ONLY</u></p> <p>Term _____</p> <p>GPA _____</p> <p>Pace _____</p> <p>Total Transfer Credits _____</p> <p>SRC _____</p>	<p><input type="checkbox"/> Checklist</p> <p><input type="checkbox"/> Aid Adj</p> <p><input type="checkbox"/> PSS</p> <p><input type="checkbox"/> Notified</p> <p>Method: E mail Letter</p> <p>Date Sent: _____</p>	<p><i>Notes</i></p>
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IMPORTANT:

- You must complete a copy of both the Self-Assessment Form and the Academic Success Contract, which you completed with Academic Advising.
- If an illness or injury has contributed to your poor academic performance, medical documentation is required*
- If the death of an immediate family member (parent/spouse/sibling/primary caregiver) has contributed to poor academic performance, a copy of the death certificate is required, if death was not of an immediate family member, a copy of the obituary is required*

**Appeals submitted without the Self-Assessment form, Academic Contract and any necessary supporting documentation will automatically be denied.*

Explain in detail why you are failing to meet SAP and steps you are taking to improve your standing. Attach any documentation relevant to support your case and return this form with a copy of the self assessment and academic plan you completed with Academic Advising. You are appealing the loss of financial aid eligibility; full sentences, correct spelling, and punctuation are strongly suggested.

I certify that all of the information and documentation I have submitted pertaining to this appeal is accurate and true.
I understand that I will be notified via my Salem State email and that the decision made by the financial aid office is final and cannot be appealed.

Signature _____

Date _____