REQUEST FOR FEDERAL FINANCIAL AID PROBATION - UNDERGRADUATE

STUDENT NAME: (last) __________________________ (first) __________________________

STUDENT UID# __________________________

This form gives you the opportunity to appeal the loss of Federal aid eligibility for failure to make Federal Satisfactory Academic Progress (SAP) due to unusual circumstances. If your request is approved you will be granted Financial Aid Probation. If your request is denied, you will not be eligible to receive federal financial aid until you regain SAP.

A student in a baccalaureate program of study may be provided up to two (2) Financial Aid Probations, with each one lasting no more than three semesters in length. If pursuing an associate degree, one (1) probation is granted lasting no more than two (2) semesters. If pursuing a certificate program, one (1) probation lasting no more than one (1) semester is allowed.

Your appeal must include the following:

1. The reason(s) why you were unable to attain Satisfactory Academic Progress. Examples include death or illness of an immediate family member, difficulties in a program of study requiring you to change your major, personal emotional difficulties, or you had a serious illness.

   If your reason includes you had a serious illness, you must provide proof such as a doctor’s note, hospital record, etc. Medical reasons may be evaluated by the RIT Student Health Center to determine if the medical reason warrants consideration.

2. Include what you will do in order to regain Federal SAP. You MUST submit with this appeal a Federal SAP Action Plan outlining what you will do each semester while on the Federal SAP Action Plan. You must not only meet the plan on a semester by semester basis, but also at the end of the plan regain SAP or you will lose federal aid eligibility. Contact the appropriate individual within your primary academic unit to arrange an appointment for the development of your academic plan.

It is your responsibility to provide complete documentation supporting your request. You may submit your request in writing or via an attachment to your RIT email at the contact information below. You MUST submit all documentation at the same time. Please be sure to put your name and UID on any documents you provide. If we do not receive your request for Financial Aid Probation within three weeks from the start of the next semester you are enrolled, any federal aid awarded will be rescinded for the semester(s) you are not making SAP.

Failure to follow these guidelines will result in automatic denial and thus the loss of federal aid eligibility. We will respond to you in writing to your permanent home address on file with the Registrar or via your RIT email regarding the result of your request.

Please complete the following sections, sign and return this document with your Federal SAP Action Plan.
STUDENT NAME: (last)____________________________(first) ____________________________

STUDENT UID# ______________________________

Section A: Please describe why you were unable to attain Federal Satisfactory Academic Progress (attach additional paper if necessary).

Section B: Please provide an explanation on the steps you will take to regain SAP (attach additional paper if necessary). You MUST attach an approved academic plan from the designated individual within your school.

SECTION C: STATEMENT OF CERTIFICATION – I have reviewed the RIT Federal Satisfactory Academic Progress policies. The information provided on this form is true and accurate. I understand if my request for Financial Aid Probation is approved and I fail to meet the requirements outlined in my Federal SAP Action Plan, or if it is determined that I may not meet the SAP requirements by the end of my probation status my federal aid will be rescinded and I will no longer be eligible to receive federal financial aid unless I am eligible to receive an additional Financial Aid Probation status or meet federal SAP requirements.

SIGNATURE: ____________________________

Student ____________________________ Date: ____________

Office use only: Initials: __________ Date: ___________ P1 _____ P12 _____ P13 _____P21_____ P22 _____ P23 _____PD1 _____PD2