



## Appealing your Financial Aid Suspension

**Your appeal is due 5 business days after you receive your financial aid suspension notice.**

Nothing in these rules prevents you from enrolling and paying for classes on your own. In fact, one way to resolve your financial aid suspension is to continue your enrollment and improve your academic standing until the SAP standards are met. Otherwise, to immediately resolve your financial aid suspension, and regain financial aid eligibility, you may submit an appeal to our office.

### Select Reason for your Appeal

#### **SAP Appeal for GPA and/or PACE**

The appeal process requires that you explain the circumstances that prevented you from meeting SAP requirements. It is your responsibility to explain how your circumstances were of sufficient duration and intensity to affect the entire term(s). You must also describe in detail the changes that you have made to be successful in your academic career going forward. In addition, **you must provide third-party documentation** supporting your personal statements if applicable. Each appeal will be thoroughly reviewed and reinstatement of financial aid eligibility will depend on the extenuating circumstances that directly contributed to deficient academic performance, as well as other factors.

If your appeal is approved, you will be placed in financial aid probation status. Your eligibility to receive financial aid will be reinstated for a single semester. Our office will review the academic performance for the probationary semester. You must meet the SAP Standards by the end of this probationary term.

#### **SAP Appeal for Maximum Timeframe**

The appeal process requires a personal statement explaining why you have not yet completed your degree program. You must also describe in detail your plan to complete the degree program. You must include a degree audit or the outstanding required coursework with your appeal. These documents will serve as your third-party documentation required in the appeal process.

### Academic Plan

The Academic Plan, found below, **must be completed** with your program director or designee and returned to our office before aid can be reinstated. You and your program director or designee will

review your academic records and create a plan for improving your academic progress. The academic plan will require you to achieve a minimum GPA and to limit withdrawals so that your completion rate for each term is at least 80% of all courses attempted.

At the end of each semester, the financial aid office will confirm your fulfillment of these conditions. If you fail to meet the outlined requirements you will not qualify for future assistance until you meet SAP standards on your own. If, however, students encounter new extenuating circumstance(s), not reported in prior appeals, an additional appeal would be appropriate and could receive consideration. Approval of a subsequent appeal would require a new academic plan. Remember that the financial aid office cannot guarantee favorable appeal decisions.

To complete an Academic Plan, you may [download the TBES SAP Academic Plan](#) on this website.

Note: The financial aid office recognizes that in some cases, students will need more than a single semester in order to fully meet the SAP standards.

## Submitting Your Appeal

Your letter of appeal, **third-party documentation** and [TBES SAP Academic Plan](#) will be submitted to StratFinAid@rowan.edu. If you have any questions, please contact us. Note: Please submit all documentation in one email. Separate emails with separate documentation will not be accepted.

## Facts to Know About Appealing Your SAP

The following reasons may **not** qualify as extenuating circumstances:

- The level of difficulty in a course.
- The teaching method or dislike of an instructor.
- The length of time that has passed since you last attended Rowan-Virtua Translational Biomedical Engineering and Sciences.

Students awaiting an appeal decision will need to arrange payment for any classes in which they are enrolled. Anticipated financial aid credits will be removed from your account pending the outcome of the appeal.

**Students on suspension for a reason other than Maximum Time Frame (MTF):** In certain instances, if you will not complete your degree or meet GPA and/or minimum completion standards before reaching your program's MTF your appeal cannot be approved according to federal regulations.

**If your appeal is denied:** Your eligibility to receive financial aid at Rowan University will remain suspended until you complete enough classes to cumulatively meet SAP standards. Some students may need to register and pay for multiple credit hours over several terms on their own before they meet these standards.

All students will have to make payment arrangements to save their classes because appeals are not reviewed before the end of the term. This may also require students purchasing or renting books prior to any appeal decisions.

It is your responsibility to make payment arrangements and/or drop your classes if necessary. The financial aid office does not manage your class registration or billing concerns.

*This SAP policy applies to the Rowan-Virtua Translational Biomedical Engineering and Sciences academic programs administered by the Stratford campus. The graduate and professional degree programs administered by the Camden or Glassboro campuses have separate policies. Please visit the financial aid office at the appropriate campus for guidance.*

## Examples of Supporting Documentation

| Circumstance that hindered academic performance  | Supporting documentation  |
|--|---|
| Illness or injury of student (including pregnancy) or immediate family member                      | Dated medical documentation   |
| Death of an immediate family member, roommate or close friend                                      | Death Certificate   |
| Significant trauma in student's life which impacted the student's emotional and/or physical health | Dated medical documentation or signed and dated letter from professional counselor                |
| Military Deployment  | Copy of military orders or letter from Commanding Officer   |
| Other special circumstances beyond the student's control   | Relevant court documents, police reports, physician's statement or other third party verification |