Rensselaer

Office of Financial Aid

REQUEST FOR FEDERAL FINANCIAL AID PROBATION – GRADUATE

STUDENT NAME: (last) _____ (first) _____

STUDENT RIN: _____ STUDENT SSN: _____

This form gives you the opportunity to appeal the loss of Federal aid eligibility (i.e. Federal Direct Loans, Federal Graduate PLUS loan, and Perkins loan) 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 mentioned above until you regain SAP.

Your program of study determines how many *Financial Aid Probations* you may receive and for how long a period of time. Master's programs less than 36 credit hours may only receive one *Financial Aid Probation* lasting no more than one semester. Master's programs greater than 36 credits are allowed two (2) *Financial Aid Probation* statuses, with, with each one lasting no more than two semesters in length. Doctoral programs are may receive one Federal *Financial Aid Probation*, lasting no longer than two semesters in length.

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 will be evaluated by the RPI Health Center to determine if the medical reason warrants consideration.

2. What you will do in order to regain Federal SAP. You MUST submit with this appeal an academic plan outlining what you will do each semester while on the academic 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. **For information about the designated individual in your school to assist you in your academic plan, contact your Graduate Program Director in your academic unit.**

3. It is your responsibility to provide complete documentation supporting your request. You may submit your request in writing or via an attachment to your Rensselaer email at the contact information below. You MUST submit all documentation at the same time. Please be sure to put your name and RIN on any documents you provide. Failure to follow these guidelines will result in automatic denial and thus 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 Rensselaer email regarding the result of your request. Your status will also be available via the SIS (Student Information System).

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

Rensselaer Polytechnic Institute
110 8th Street | Troy, NY 12180-3590 | Academy Hall
Phone: (518) 276-6813 | Fax: (518) 276-4797 | Email: finaid@rpi.edu

STUDENT NAME: (last) _____(first) _____

STUDENT RIN: _____ STUDENT SSN: _____

Section A (continued)

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 graduate student Federal Satisfactory Academic Progress policies. The information provided on this form is true and accurate.

SIGNATURE:

_____

Student **Date**