

Dear \_\_\_\_\_

Student ID: \_\_\_\_\_

Based on our records you have been making Satisfactory Academic Progress for federal financial aid. The Financial Aid Office would like to assist you in continuing to be able to receive aid while you are not making Satisfactory Academic Progress. One way to do this is to put you on Financial Aid Probation. Below is a description of what Financial Aid Probation is and what needs to be done to file for it. If you have any questions please feel free to contact the Financial Aid Office at 518-255-5623.

### **POLICY OF REQUESTING FINANCIAL AID PROBATION:**

Financial Aid Probation is established for those students that are not currently making Satisfactory Academic Progress for Federal Financial Aid Programs (PELL, SEOG, Direct Loans, etc...). Financial Aid probation is not a forgiveness program and any student placed on probation is still at risk of losing their financial aid. Below you will find the procedure for applying for Financial Aid Probation. Once the Committee has had an opportunity to review the request for probation a follow up letter will be sent to the student along with the requirements to maintain aid if the request has been accepted.

A student is only required to appeal one time for Financial Aid Probation but is expected to maintain certain requirements if they need more than one term on probation to achieve Satisfactory Academic Progress. Once a student achieves Satisfactory Academic Progress that student would then have to file a new appeal if they were to fail Academic Progress again. If a student is accepted for Financial Aid Probation they will be expected to complete and earn 100% of all credits attempted and maintain a C average (2.00 GPA) for all classes attempted during the term(s) the student is on probation. If a student does not maintain the requirements they will lose financial aid until they achieve Satisfactory Academic Progress. No further appeals will be entertained.

### **PROCEDURES FOR REQUESTING FINANCIAL AID PROBATION:**

1. All requests for Financial Aid Probation must be made in writing by the student using the Financial Aid Probation Request Form available in the Office of Student Financial Aid. Included in the request the student must supply a reason for not meeting Satisfactory Academic Progress as well as an Academic Plan for re-establishing Academic Progress. The Academic Plan should incorporate personal habits, study habits, and utilization of campus resources to meet this objective.
2. Completed forms are to be submitted to the Office of Student Financial Aid.
3. The student has the right to present their case to the committee
4. A review committee will be assembled and will evaluate the request and have sole jurisdiction over the awarding of probation. If consensus can not be reached, the student's Department Chairperson will be asked to review the request and cast the deciding vote.
5. The Committee's decision will be recorded on a Financial Aid Probation Review Form.
6. The policy of the Committee will be firm in not awarding probation unless such action is in the best interest of the student.
7. It will be the responsibility of the Office of Financial Aid to convene Committee review meetings, notify the student of the action taken, and keep a record of the waiver request and its outcome.
8. Copies of the waiver request and Committee review forms will be distributed to the Financial Aid Director for use in the Financial Aid Folder and to the student.

