



FINANCIAL AID OFFICE
Satisfactory Academic Progress Appeal Form

You are no longer eligible to receive financial assistance at Sussex County Community College because you did not meet the standards of Satisfactory Academic Progress (SAP). Adherence to these standards is required of all financial aid recipients by Federal and State regulations governing academic progress toward the completion of a degree or certificate program.

You may appeal for a reinstatement of financial aid eligibility by completing this form. Appeals must be submitted in writing to the Financial Aid Office by the '10th day' of the semester for which you are requesting reinstatement of aid.

Name _____ SCCC ID _____
Address _____ City/State/Zip _____
Telephone/Cell# _____ Major/Program of Study _____

Semester requesting reinstatement of aid eligibility _____

Please check one of the following:

_____ My academic difficulties were COVID-19 related.
Some examples might include, you or a family member were ill, you had to take care of children or siblings who were now on home instruction due to pandemic school closures, your work schedule was altered due to the pandemic, you did not have reliable internet service for online courses, you experienced difficulty with courses that were moved to online instruction or another pandemic related issue. **(No documentation is required, but you must attach a brief, SIGNED statement to indicate what your COVID related difficulties were.)**

_____ My academic difficulties were due to other reasons as outlined in my attached written and SIGNED statement. Please provide the following:

- A written, SIGNED statement outlining the reason(s) for your appeal.
- The circumstances under which a student would be permitted to submit an appeal are: death of a relative, injury or illness of the student or other special circumstances.
- What has changed in your situation that will allow you to demonstrate satisfactory academic progress.
- Documentation to support your reason for appeal. (Medical notes from your doctor, or change of employment, etc.) **Non-COVID related appeals will not be reviewed without documentation.**

Student Signature: _____ **Date:** _____

Turn in required forms or documents to the SCCC Financial Aid Office in one of the following ways:

- Preferred Method – Use our MappingXpress website to securely upload documents to our office: <https://mappingyourfuture.org/MappingXpress/SCCCFinAid/>
Passcode SCCCF A22 valid through 12/31/2022.
Passcode SCCCF A23 valid 1/1/2023-12/31/2023.
- US Mail: SCCC Financial Aid Office B212, 1 College Hill Road, Newton, NJ 07860
- Fax: 973-300-2224
- On Campus – Use the Locked Drop Box in the B-Building Hallway outside the Financial Aid Office (B212). Place your documents in a SEALED ENVELOPE and write your name, ID number and phone number on the envelope in case we have any questions.
- Call our office at 973-300-2225 if you have issues submitting documents or forms.