

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) ACADEMIC PLAN APPEAL FORM

Required Student Data:

Semester/Term that this Appeal is for: \_\_\_\_\_ (Fall, Spring, Summer)

Name: \_\_\_\_\_ VID: \_\_\_\_\_  
(Please Print Clearly)

Permanent Address: \_\_\_\_\_  
Street City State Zip

Telephone Number: \_\_\_\_\_ VCU Email: \_\_\_\_\_

Required Documents:

The following information MUST BE INCLUDED before your Academic Plan Appeal will be reviewed and financial aid processed. A typed name is not a signature. All forms that request such require your signature.

Submit all of the following completed documents to the VCU Office of Financial Aid:

1. This form.
2. SAP Explanation: A student may file an appeal if there is an unusual and/or mitigating circumstance that affected their academic progress. Such circumstances may include a severe illness or injury to the student or immediate family member; the death of a student's relative; activation into military service or other circumstances as deemed appropriate for consideration by the SAP Appeals Committee. Please be specific and include the following:
  - a. The reason you did NOT meet satisfactory academic progress
  - b. The steps you are planning to ensure future academic success at VCU
  - c. Any supporting documentation that would substantiate your appeal (if applicable)
3. Academic Plan: An academic plan must be completed with your academic advisor for both undergraduate and graduate students. This plan will help you work to maintain the overall cumulative SAP requirements and assist with earning your degree from VCU.

All information will be strictly confidential within the VCU Office of Financial Aid and VCU Academic Advising.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

