FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL
ACADEMIC YEAR _____

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas — cumulative GPA, hours earned or completion rate, and maximum timeframe — to be eligible for financial aid. It is the student's responsibility to stay informed of the university's SAP standards and to monitor their own progress. A complete description of VCU's SAP policy for financial aid purposes (including the treatment of W, I, RF, RD, CO, D, and F grades as well as audited, ELP, repeat courses and remedial courses) can be found on the Office of Financial Aid website at http://www.enrollment.vcu.edu/finaid (click on "Satisfactory Academic Progress").

Extenuating or Mitigating Circumstances:

An appeal can be submitted if a student's failure to be in compliance with one or more areas of SAP is due to events beyond the student's control. If such mitigating circumstances can be documented for the specific semester(s) when the deficiencies occurred, the student may submit this completed SAP Appeal, along with all required documentation. Submission of the appeal does not guarantee approval, and students are responsible for dropping all classes by the add/drop deadline if they are unable to pay for classes on their own.

Supporting Documentation:

To confirm your extenuating circumstance(s), you must attach documentation from an objective third party (e.g. physician, counselor lawyer, social worker, teacher, religious leader, academic advisor, VCU Counseling or Health Center). Documentation must be on official letterhead and verify that extenuating circumstances occurred during the timeframe referenced in your appeal. In cases of death of an immediate family member, provide a copy of the death certificate or obituary. Appeals without supporting documentation will not be reviewed.

Reinstatement of Aid:

A financial aid staff member will notify you of the decision by email to your official VCU email account. If your appeal is approved your financial aid is reinstated for the current semester. Eligibility is not retroactive to a prior term. If your appeal is denied, you may choose to apply for an alternative loan. All decisions of the Financial Aid SAP Appeal Committee are final and not subject to further appeal.

Appeal Deadline:

SAP appeals and supporting documentation must be received by the VCU Office of Financial Aid by October 1 for the Fall semester and March 1 for the Spring semester. Appeals received after these dates will be considered for the following semester. It is the responsibility of the student to initiate an appeal before the specified deadline.

Name _____ VCU Student Number: V | | | | | | | | |
Last First MI

Current Mailing Address

_____
Street City State Zip

( ) _____ ( ) _____ _____@mymail.vcu.edu
Day Phone Evening Phone VCU Email Address

☐ Monroe Park Campus ☐ School of Allied Health Professions, Nursing, or Parmacy ☐ School of Dentistry ☐ School of Medicine

Please check the term for which you are submitting a SAP appeal. ☐ **Fall** _____ ☐ **Spring** _____ ☐ **Summer**_____

VCU Division of Strategic Enrollment Management
VIRGINIA COMMONWEALTH UNIVERSITY

Office of Financial Aid • Grace E. Harris Hall Student Service Center • 1015 Floyd Ave., 1st Floor • P.O. Box 843026 • Richmond, VA 23284-2520
(804) 828-1550 • Fax (804) 827-0060 • www.finaid.vcu.edu

VCU is an EEO/AA institution. ENR1314-121

Name _____ VCU Student Number: V | | | | | | | | |
Last First MI

1. Provide a detailed explanation of the circumstances that led to the SAP violation and why those circumstances are no longer affecting your academic performance. In addition, indicate what you have done to address the problems that have prevented you from maintaining SAP and what you will do in the future to ensure that you will meet the SAP requirements. Please print legibly or type, using black ink. Attach additional sheets if necessary.

2. Statement from your academic advisor. This statement must be provided from an advisor discussing strategies to improve your academic standing. The advisor should provide his or her opinion of your ability to improve academic performance and the number of credit hours in which you have been advised to enroll during the upcoming semester. The statement must be on VCU letterhead or sent from the advisor's VCU email account. In addition, it is strongly recommended that you obtain and review a copy of your unofficial academic transcript before you submit your a ppeal (an unofficial copy is available through VCU eServices at https://iserver.adm.vcu.edu/students).

3. VCU Degree Audit Form. If you are not completing at least 67 of the coursework attempted and/or have violated the 150 percent maximum timeframe component of SAP, you must provide a completed VCU Degree Audit Form with this appeal. The form is available online at http://www.enrollment.vcu.edu/finaid/forms.html.

4. Certifications and signature. I am requesting to have my financial aid eligibility reinstated. I understand that the VCU Office of Financial Aid may deny without question any SAP appeal that is incomplete or lacks documentation. I am, therefore, submitting my SAP appeal with appropriate documentation. By signing this form, I certify that the information on this form is truthful and accurate. I understand that any false statement or misrepresentation may be cause for reduction and/or repayment of federal, state, or institutional financial aid.

Student Signature (Required)_____ Date _____

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