

# Financial Aid

## Satisfactory Academic Progress Appeal

**Standards:**

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, and remedial courses) can be found on the Office of Financial Aid website at [www.vcu.edu/enroll/finaid](http://www.vcu.edu/enroll/finaid) (click on "Satisfactory Academic Progress").

**Extenuating or Mitigating Circumstances:**

An appeal can only 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 related supporting 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 part (e.g. physician, counselor, lawyer, social worker, teacher, obituary notice of immediate family member, religious leader, academic advisor, and/or VCU Health Center).

Your third party documentation must:

- Be submitted on official stationery with appropriate signatures or by email from a valid VCU e-mail account.
- Verify that the extenuating circumstances occurred during the timeframe referenced in your appeal.
- Verify that the extenuating circumstance(s) will no longer influence your academic performance.

We realize that sharing personal information may be difficult. Be assured that your statement will remain confidential. Only financial aid personnel will review your appeal. **Appeals without appropriate 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. See Appeal Deadline below for respective dates. If your appeal is approved, your financial aid will be reinstated for the current semester. Eligibility will not be retroactive to any prior semesters. If your appeal is denied, you may choose to apply for an alternative loan. However, you may need a creditworthy cosigner to qualify. Review loan options at: <http://www.vcu.edu/enroll/finaid/programs/loans/alternative.html>.

***All decisions of the Financial Aid Appeal Committee are final and not subject to further appeal.***

**Appeal Deadline:**

SAP appeals and supporting documentation should be received by the Office of Financial Aid by October 1 for the Fall semester and March 1 for the Spring semester (be sure to include your name and VCU Student ID on any documentation submitted). If reinstatement of aid is sought for Summer session, the appeal must be submitted prior to the first day of classes for that term. Any appeals received after these dates will be considered for the following semester/ term. It is the responsibility of the student to initiate an appeal before the specified deadline.

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

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

<b>Name</b>			<b>VCU Student ID</b>		
Last	First	MI			
<b>Current mailing address</b>					
Street			City		State    Zip
<b>Day phone</b>		<b>Evening phone</b>		<b>VCU Email address</b>	
(    )		(    )		_____@vcu.edu	

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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.

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2. **Statement from your academic adviser.** This statement should be provided after you have been consulting with an adviser to improve your academic standing. The adviser 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. **A statement from an adviser is required for all violators in addition to your appropriate third party documentation.** See *Supporting Documentation for additional details.* It is strongly recommended that you obtain and review a copy of your unofficial academic transcript before you submit your appeal (an unofficial copy is available through VCU eServices at <https://iserver.adm.vcu.edu/students>).
3. **VCU Degree Audit Form.** If you 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 [www.vcu.edu/enroll/finaid](http://www.vcu.edu/enroll/finaid)). The form also is recommended for any students who are not completing at least 67 percent of the course work that they have attempted and/or who may be in danger of not completing their degree within 150 percent of the credits necessary for their program of study.
4. **Certifications and signature.** I am requesting to have my financial aid eligibility reinstated. I understand that the 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. If I provide false or misleading information, I understand that I may be fined \$10,000, sent to prison, or both.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

**You may return this form by:**

Mail	Fax	Hand Delivery
VCU Office of Financial Aid P.O. Box 843026 Richmond, VA 23284-3026	(804) 827-0060	901 W. Franklin St. Shafer Court Entrance Room 107



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