Satisfactory Academic Progress Appeal 2013-2014

Student’s University ID: □□□□ - □□□□□□□ or SIS ID: □□□□□□□

Student’s Full Name: ____________________________________________
(LEGAL NAME - PRINT) first middle last

Students on Financial Aid Warning remain eligible for financial aid and do not need to submit an appeal.

A Satisfactory Academic Progress (SAP) Appeal must be submitted to Student Financial Services when requesting consideration of extenuating circumstances (i.e. death of a parent(s) or relative, serious personal illness, etc.) that have affected a student’s ability to meet the satisfactory academic progress standards. The outcome of the review will depend upon the nature of the extenuating circumstances, how well it is documented, and how effectively the student has demonstrated that he or she is making progress toward earning a degree. To complete the appeal process, submit all of the following:

- Satisfactory Academic Progress Appeal including your explanation of your circumstances
- Academic Dean/Advisor Support form
- Academic plan developed by you and your academic dean/advisor
- If applicable, documentation from third party to support your explanation (i.e. letter from physician or counselor)

Please answer the following questions, and attach additional pages as necessary.

1. Check the term for which you are appealing: □ Fall 2013 □ Spring 2014 □ Summer 2014

2. Check the box(es) that reflect the reason for which your financial aid was suspended.
   - Maximum timeframe to complete a course of study
   - Credit hour completion rate
   - Cumulative grade point average (GPA)

3. Check the box(es) that reflect the extenuating circumstances that affected your ability to make SAP.
   - Medical Reasons
   - Personal Reasons
   - Academic Reasons

4. Please provide a detailed explanation of the extenuating circumstances that have prohibited you from making SAP. **You must provide a detailed explanation on an attached statement.**

5. What steps will you take to address the circumstances that have prohibited you from maintaining satisfactory academic progress and to manage the impact of these and other similar circumstances in the future? **You must provide a detailed explanation on an attached statement.**

6. By when do you expect to meet the satisfactory academic progress standards? When do you expect to finish your degree?

7. What additional information do you wish to share with the Student Financial Services Appeals Committee?

I certify that the information reported on my appeal form is accurate and true. I understand that I have one opportunity per term to appeal my SAP status and that the decision of the Student Financial Services Appeals Committee is final. I also understand that the information contained on my appeal form, my Academic Dean/Advisor Support Form and my academic plan will be considered by the Student Financial Services Appeals Committee when reviewing my appeal and will impact the decision of the Committee.

Student Signature: ____________________________ Date: ________________

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Satisfactory Academic Progress: Academic Dean/Advisor Support Form
2013-2014

Student’s University ID: □□□□□□□□□□□□□□□□□□ or SIS ID: □□□□□□□□□□□□□□□□□□

Student’s Full Name: ____________________________________________________________
(LEGAL NAME - PRINT) first middle last

Meeting satisfactory academic progress (SAP) is one of many federally-mandated criteria viewed in determining a student’s eligibility for continued receipt of financial aid. The SAP standards measure student’s performance in the following areas: maximum time frame to complete a course of study, credit hour completion rate, and cumulative grade point average (GPA). Students may have their financial aid eligibility suspended for one or more of these reasons.

Based upon the academic records of the University Registrar and in accordance with regulations for Federal student aid, this student has not maintained Satisfactory Academic Progress (SAP). As a result, the student is not eligible for financial aid unless an appeal is submitted and approved by the Student Financial Services Appeals Committee. The outcome of the appeal will depend upon the nature of the circumstances causing the deficiency, how well the circumstances are documented, and how effectively the student has demonstrated that he or she is making progress toward earning a degree.

Information about satisfactory academic progress is available on our website: www virginia edu/financialaid/satpro php.

Please answer the following questions, and attach additional pages as necessary.

1. Check the term for which the student is appealing: □ Fall 2013 □ Spring 2014 □ Summer 2014

2. What are the extenuating circumstances that may have prohibited the student from maintaining satisfactory academic progress? You must provide a detailed explanation on an attached statement.

3. What recommendations will you make to the student to address the circumstances that have prohibited him/her from maintaining satisfactory academic progress and to manage the impact of these and other similar circumstances in the future? You must provide a detailed explanation on an attached statement.

4. Will the student make SAP by the end of his/her next term of enrollment? □ Yes □ No

   If you marked “No”, by when do you expect the student to be able to meet the minimum standards?

5. Based upon the student’s academic record, does he/she have a reasonable chance of graduating from the University?
   □ Yes □ No If you marked No, please explain.

6. When do you expect the student to complete his/her degree?

I understand that this student has one opportunity per term to appeal his/her SAP status and that the decision of the Student Financial Services Appeals Committee is final. I also understand that the information contained on this form and the academic plan will be considered by the Student Financial Services Appeals Committee when reviewing this student’s appeal and will impact the decision of the Committee.

Academic Dean/Advisor Signature: ________________________________ Date: __________________

Academic Dean/Advisor Printed Name: ________________________________ Email: __________________

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Satisfactory Academic Progress: Academic Plan
2013-2014

Student’s University ID: □□□□□□□□□□ or SIS ID: □□□□□□□□□□

Student’s Full Name: ________________________________________________
(LEGAL NAME - PRINT) first middle last

Meeting satisfactory academic progress (SAP) is one of many federally-mandated criteria viewed in determining a student’s eligibility for continued receipt of financial aid. In order to remain eligible, students must meet both a quantitative and qualitative standard. The standards measure student’s performance in the following areas: maximum time frame to complete a course of study, credit hour completion rate, and cumulative grade point average (GPA). Students may have their financial aid eligibility suspended for one or more of these reasons.

The academic plan must demonstrate how the student will meet the SAP standards by a specific point in time. The satisfactory academic progress policy allows a student’s appeal to be approved based upon the student following the academic plan. If the student deviates from the academic plan, he/she will have their financial aid eligibility suspended. Consequently, it is critical for the academic plan submitted to reflect realistic and attainable goals for the student.

Sample academic plans are available on our website: http://www.virginia.edu/financialaid/satpro_guidelines.php.

Check the term for which the student is appealing: □ Fall 2013 □ Spring 2014 □ Summer 2014

Check the box(es) that reflect the reason(s) for which the student’s financial aid has been suspended. The academic plan must address all of the deficiencies which caused the financial aid suspension.

☐ Maximum time frame to complete a course of student – complete Table One below
☐ Credit hour completion rate - complete Table Two on page 4
☐ Cumulative grade point average (GPA) - complete Table Three on page 4

TABLE ONE: PROPOSED ACADEMIC PLAN FOR MAXIMUM TIME FRAME

<table>
<thead>
<tr>
<th>The student plans to enroll in the following terms:</th>
<th>The student plans to attempt the following number of credits:</th>
<th>The student plans to earn the following number of credits:</th>
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**Satisfactory Academic Progress: Academic Plan**

**2013-2014**

Student’s University ID: □□□□□ - □□□□□ or SIS ID: □□□□□□□

<table>
<thead>
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<th>The student plans to enroll in the following terms:</th>
<th>The student plans to attempt the following number of credits:</th>
<th>The student plans to earn the following number of credits:</th>
<th>At the end of the term, the student will have cumulative attempted credit hours equal to:</th>
<th>At the end of the term, the student will have cumulative earned credit hours equal to:</th>
<th>At the end of the term, the student will have a credit hour completion rate of:</th>
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**TABLE THREE: PROPOSED ACADEMIC PLAN FOR CUMULATIVE GRADE POINT AVERAGE (GPA)**

<table>
<thead>
<tr>
<th>The student plans to enroll in the following terms:</th>
<th>The student plans to achieve a term GPA of:</th>
<th>At the end of the term, the student’s cumulative GPA will be:</th>
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My signature below confirms that this academic plan has been developed cooperatively by the Academic Dean/Advisor and the student, that I have reviewed the proposed academic plan and that I agree that it reflects realistic and attainable goals.

**Student's Signature:** ____________________
**Date:** ____________________

**Academic Dean/Advisor Signature:** ____________________
**Date:** ____________________