

## 2017-18 Satisfactory Academic Progress (SAP) Appeal

Students must maintain satisfactory academic progress to remain eligible for financial aid. Regulations require that we measure progress by: (1) cumulative grade point average (GPA), (2) the cumulative number of credits attempted compared to credits earned (pace of degree completion), and (3) the total number of credits attempted overall (maximum timeframe). This includes all coursework taken for a specific academic level (undergraduate or graduate), even ones that have been removed due to academic/medical relief or resignation.

**Undergraduate** students must have a cumulative GPA of 2.0, earn 67% of cumulative credits attempted, and not exceed 150% of the published length of the educational program measured in credits attempted. **Withdrawals, resignations, and/or dropped classes will be counted in this calculation.**

**Graduate** students must have a cumulative GPA of 3.0, earn 67% of cumulative credits attempted, and not exceed 150% of the published length of the educational program measured in credits attempted. **Withdrawals, resignations, and/or dropped classes will be counted in this calculation.**

If you are not meeting these requirements listed above, you must appeal and be approved to regain eligibility for financial aid. To appeal, please follow the instructions below.

### Appeal Process and Deadlines:

**Students should submit a complete appeal within 14 days** after receiving the SAP email notice. No appeals will be considered after the following term dates:

- **Fall/Winter–September 1**
  - **Spring – January 19**
  - **Summer – May 28**
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- Please provide the information requested in the form below. The box will automatically expand as you type.
  - If you are failing for maximum timeframe (credits are approaching 150% of the published length of your educational program), your academic advisor must also complete the advisor appeal form. This form will be included with your SAP email notice.
  - All appeals for GPA and Pace of Progress must include supporting documentation of your situation. Examples could include death certificate, letter from doctor, clergy, police report, etc.
  - All appeals are reviewed on a case by case basis
  - Once all appeal documentation is received, you will be notified within 15 business days via Virginia Tech email of the committee's decision.
  - You can also monitor the progress of your appeal on the Hokie SPA.
  - You may submit the appeal by mail, fax, or scanning/email\*
  - If you submit by email, please use the subject "SAP Appeal"
  - For tips on how to write an appeal, see <http://finaid.vt.edu/appeals/satisfactory-academic-progress/sap-appeal/sap-guideline.html>

*(Please Note: \*Email is not always a secure method of communication and may inadvertently expose your information if misdirected. Virginia Tech suggests using fax, U.S. Postal Service or personal delivery as a more secure method of delivery. If you choose to submit information through email, Virginia Tech will not be responsible for any exposure of data.)*

**2017-2018**  
**Satisfactory Academic Progress (SAP) Appeal**

Student ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

Student's  
Full Legal Name: \_\_\_\_\_ , \_\_\_\_\_  
(Please print clearly) Last First Middle

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I am appealing to receive aid for the following semester(s):

<input type="checkbox"/> Fall/Winter Semester	<input type="checkbox"/> Spring Semester	<input type="checkbox"/> Summer Semester
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**Student Certification:**

*I certify that I have read the USFA [Satisfactory Academic Progress policy](#) I further certify that I have read the SAP appeal requirements above and that my appeal contains all required documentation.*

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Electronic signature is not allowed**

In the space below, please address the following items: (use additional pages if necessary)

1. The circumstances that have caused you to not meet SAP standards;
2. The actions you are taking to regain SAP standards; and,
3. The steps you will take to ensure you will continue to meet SAP standards in future terms.
4. All appeals must include supporting documentation of your situation.

(Use this space to provide appeal information – it will expand if necessary)