2021-22 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 classes dropped after the census date count 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 classes dropped after the census date count in this calculation.

If you do not meet any of the 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:

We will not accept appeals after the following term dates:

- Fall/Winter – August 20
- Spring – January 14
- Summer – May 27

Please provide the information requested in the form below on a separate sheet of paper, be as specific and detailed as possible. Please submit typed documents.

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.

All appeals for GPA and Pace of Progress must include supporting documentation of your situation. Sources may include counselor, doctor, police, clergy, medical documentation, Cooks Counseling, and Services for Students with Disabilities, etc.

Our office reviews all appeals on a case-by-case basis.

Once you submit all appeal documentation, we will notify you within 15 business days via Virginia Tech email of the committee’s decision.

You may submit the appeal by Secure Document Uploader, by Fax 540-231-9139, or in person to our office.

For tips on how to write an appeal visit our "How to Write a SAP Appeal" information page.
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Student ID Number: ___________________________ Email: ___________________________

Student’s Full Legal Name: ___________________________ , ___________________________
(Please print clearly) Last ___________________________ , First ___________________________

Please indicate if you have ever taken academic relief, medical withdrawal or anything that would remove credits from your academic records.

☐ Yes, List semester, year, and number of credits ___________________________
☐ No

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

☐ Fall/Winter Semester ☐ Spring Semester ☐ Summer Semester

On a separate sheet of paper, please provide the following information with as much detail as possible. Please type your explanation. We do not accept handwritten submissions. This is an opportunity for you to tell us specifically what caused you not to meet SAP standards and to provide a clear plan on how you are going to return to SAP compliance.

1. The circumstances that caused you not to meet SAP standards.

2. The specific actions you are taking to meet SAP standards and the steps to ensure you will continue to meet SAP standards in future terms.

3. Please attach supporting documentation. This documentation should verify your reason(s) for failing to maintain SAP standards. This documentation should not be a third-party recommendation in support of the approval of the appeal. Complete this item only for not meeting GPA and/or Pace of Degree Completion.

4. All appeals must include an unofficial transcript as of the time you submit the appeal (You can print an unofficial transcript from Hokie Spa.)

Student Certification:
I certify that I have read the USF Satisfactory Academic Progress policy and that I have read the SAP appeal requirements above and that my appeal contains all required documentation.

Student’s Signature ___________________________ Date ___________________________