

2022-2023 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 courses 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 financial aid 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 financial aid 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.

Appeal Deadlines:

Fall - August 19, 2022

Winter - December 23, 2022

Spring - January 13, 2023

Summer - May 19, 2023

- Our office reviews all appeals on a case-by-case basis.
- Please review "[How to Write a SAP Appeal](#)" on our website.
- You may only submit one (1) appeal for each SAP standard; GPA, Pace of Progress or Maximum Timeframe.
- Once you submit an appeal and all required documentation, we will notify you within three (3) weeks via your 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.
- If your appeal is approved you will receive a SAP contract with terms you must meet. You must sign and return your SAP contract (no font or typed signature) to our office before aid can be offered and/or paid.

2022-2023 Satisfactory Academic Progress (SAP) Appeal

First Name: _____

Last Name: _____

Student ID: _____

Email: _____

Please choose all that apply:

I have submitted the 2022-2023 FAFSA.

I have applied for an alternative student loan through a private lender.

I am returning after being academically suspended from the University.

I have taken academic and/or medical relief and have listed the semester and number of credits in the space provided below.

I am appealing to receive aid for:

Fall 2022
Winter 2022

Spring 2023
Summer 2023

Are you failing for GPA or Pace of Progress? If you are failing for GPA (< 2.0 UG or <3.0 GR) and/or Pace of Progress (earned/attempted credits < 67%) you must submit this appeal form and supporting documentation of your situation. Sources may include counselor, doctor, police, clergy, medical documentation, Cooks Counseling, Services for Students with Disabilities, or other documentation that supports the reason for your appeal.

Yes

Are you failing for Maximum Timeframe? If you are failing for Maximum Timeframe (credits are approaching 150% of the published length of your educational program), you must submit this appeal form and your academic advisor must also complete the [SAP Academic Advisor](#) form.

Yes

Are you failing for Maximum Timeframe and GPA and/or Pace of Progress? If you are failing for both Maximum Timeframe and GPA and/or Pace of Progress you will need to submit the SAP Appeal form, the SAP Academic Advisor form and the 3rd party supporting documentation.

Yes

This is your opportunity 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 and stay in compliance in the future. Please review "[How to Write a SAP Appeal](#)" on our website and answer the two (2) questions below with detailed responses. If you are academically suspended from the University this is not an appeal of that suspension, this is an appeal to request reinstatement of your financial aid and/or the ability to have an alternative student loan from a private lender certified.

2022-2023 Satisfactory Academic Progress (SAP) Appeal

1. Please explain the circumstances that caused you not to meet SAP standards.
(attach additional sheet if needed)

2. Please detail the actions you will take to meet SAP standards and ensure you will continue to meet SAP standards in future. (attach additional sheet if needed)

Student Certification:

I certify that I have read the [USFA 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: _____

No Typed or Font Signatures

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