

2023-2024 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 measure includes all coursework taken for a specific academic level (undergraduate or graduate), even coursework that has been removed due to academic/medical relief or resignation.

Undergraduate students must have a cumulative GPA of 2.0 or greater, successfully complete 67% of cumulative attempted coursework, and not exceed 150% of the published length of the educational program measured in credits attempted. **Withdrawals; resignations; grades of Incomplete, NG, NR, and F; and/or classes dropped after the financial aid census date all count in this calculation.**

Graduate students must have a cumulative GPA of 3.0 or greater, successfully complete 67% of cumulative credits attempted, and not exceed 150% of the published length of the educational program measured in credits attempted. **Withdrawals; resignations; grades of Incomplete, NG, NR, and F; and/or classes dropped after the financial aid census date all count in this calculation.**

Students who do not meet any of the above requirements are not eligible for future financial aid (federal grants, state grants, most scholarships, federal work-study, federal loans, and private loans). Students with extenuating circumstances may appeal to have their financial aid reinstated. If approved, the student will be placed on a SAP academic plan, which outlines the conditions under which a student may maintain their eligibility for financial aid while working to meet Satisfactory Academic Progress standards.

To appeal, complete this form and attach documentation that address and support the extenuating circumstance(s) that resulted in you not meeting SAP standards.

- Our office reviews all appeals on a case-by-case basis.
- Review the article "[How to write a SAP Appeal](#)" on our website for tips on writing a successful appeal.
- Students may appeal their loss of financial aid eligibility up to two times during their undergraduate or graduate program. Once you submit all appeal documentation, we will notify you within two (2) weeks via Virginia Tech email of the committee's decision.
- You may submit the appeal by [Secure Document Uploader](#) or in person to our office.
- If your appeal is approved, you will receive a SAP academic plan with terms you must meet. You must return a signed copy of your academic plan to our office for your financial aid be offered or paid to your student account.

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Student ID: _____ Last Name: _____

Term Request for Aid:

- Fall 2023
Priority deadline June 9
Final deadline August 21
- Spring 2024
Deadline January 16, 2024
- Summer 2024
Deadline May 20, 2024

Please mark each that applies:

- I have submitted the 2023-2024 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 or medical relief and have listed the semester and number of credits below:

Semester: _____ Credits: _____ Semester: _____ Credits: _____
Semester: _____ Credits: _____ Semester: _____ Credits: _____

Are you not meeting SAP standards for GPA or Pace of Progress? If you are not meeting SAP standards for GPA and Pace of Progress, 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 you give in your appeal for not meeting SAP standards.

YES

Are you not meeting SAP standards for Maximum Timeframe? If you are not meeting SAP standards 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 [Advisor Appeal Form](#). Only courses required for your degree should be included on the Advisor Appeal Form. You cannot receive financial aid for courses that are not required for graduation.

YES

NOTE: If you are not meeting SAP standards for 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 third-party supporting documentation. Only courses required for your degree should be included on the Advisor Appeal Form. You cannot receive financial aid for courses that are not required for graduation.

The appeal is your 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.

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1. Please explain the circumstances that caused you not to meet SAP standards.

2. Please give at least 3 specific actions you will be taking to meet SAP standards and the steps to ensure you will continue to meet SAP standards in future.

Student Certification:
By signing this form, I certify that all information and documentation is authentic and accurate. I have read the USFA Satisfactory Academic Progress policy and the SAP appeal requirements above and my appeal contains all required documentation.

Student's Signature _____ Date _____
No Typed or Font Signatures

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