



Virginia State University
Office of Student Financial Aid
Satisfactory Academic Progress Appeal
Academic Year _____

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas – cumulative GPA, hours earned and or completion rate, and maximum timeframe – to be eligible for financial aid. It is the student’s responsibility to stay informed of the University’s SAP standards and to monitor their own progress. A complete description of VSU’s SAP policy for financial aid purposes can be found on the VSU’s website at www.vsu.edu under the financial aid tab.

Extenuating or Mitigating Circumstances:

An appeal can be submitted if a student’s failure to be in compliance with one or more areas of SAP is due to events beyond the student’s control. If such mitigating circumstances can be documented for the specific semester(s) when the deficiencies occurred, the student may submit this completed SAP Appeal, along with all required documentation. **Submission of the appeal does not guarantee approval, and students are responsible for dropping classes by the add/drop deadline if they are unable to pay for classes on their own.**

Supporting Documentation:

To confirm your extenuating circumstance(s), you must attach documentation from an objective third party (i.e. physician, counselor, lawyer, social worker, teacher, religious leader, Academic advisor, VSU Counseling Center or Health Center). Documentation must be on official letterhead and verify that extenuating circumstances occurred during the timeframe referenced in your appeal. In cases of death of an immediate family member, provide a copy of the death certificate or obituary.

Reinstatement of Aid:

A member of the SAP Committee will notify you of the decision by email to your official VSU email account. If your appeal is approved, your financial aid is reinstated for the current semester; eligibility is not retroactive for a prior term. If your appeal is denied for any reason, you may choose to apply for an alternative loan.

All decisions of the SAP Committee are final and not subject to further appeal.

Appeal Deadline:

SAP appeals and all supporting documentation must be received by the VSU Office of Student Financial Aid by **June 30th** for the fall and **January 3rd** for the spring Semester. Appeals received after these dates will be considered for the following semester. It is the student’s responsibility to submit an appeal before the specified deadline.

All appeals must include the following typed information:

1. Appeal Form and Letter explaining what happened and what will change
2. Supporting Documentation (if applicable)
3. Academic Plan

Last Name	First Name	V#: V00
VSU Student Identification#		
Undergraduate Student	Graduate Student	Doctoral Student ____
Permanent Mailing Address:		
Street	City	State
		Zip Code
Day Phone	Evening Phone	@students.vsu.edu
VSU Email Address (Only)		



Virginia State University Undergraduate Academic Plan Student Agreement for Financial Aid Recipients

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas: (1) Cumulative grade point average (GPA), (2) course completion rate (hours completed/hours attempted), and (3) maximum time-frame to completion, to be eligible for financial aid.

In order to maintain eligibility for financial aid from Federal, State and Institutional programs at Virginia State University, a student must continue to make reasonable satisfactory academic progress towards the completion of their degree program of study.

Classes that are withdrawn from with a grade of "W" or an "I" for Incomplete may affect the student's Satisfactory Academic Progress. Also, if you have a grade change, it is your responsibility to notify the Office of Student Financial Aid of the grade change.

I agree to use the strategies that will be mapped in my Academic Plan. I understand that if I do not earn the required semester GPA and have not successfully passed the required semester hours as stipulated by the Office of Student Financial Aid (Satisfactory Academic Progress Policy), I will be placed on Financial Aid Cancellation.

Students submitting an Appeal Letter for consideration of reinstatement of their financial aid must do the following:

- 1) Submit the SAP Appeal Form and Explanation (Statement) Letter.**
- 2) Submit the completed Undergraduate Academic Plan (typed).**
- 3) It is the responsibility of the student to check the accuracy of his/her transcript; if there is a discrepancy please contact your professor. When the discrepancy is resolved, please notify the Office of Student Financial Aid.**

Please Submit your SAP Appeal and Undergraduate Academic Plan to:
(SAP) Committee.

Location: Gandy Hall - 1st Floor - Room 112
Address: P.O. Box 9031 Petersburg, VA 23806
Office Phone Number #: (800) 823-7214
Fax Number #: (804) 524-6818
Email: sap@vsu.edu

I understand that by signing this plan, I am agreeing to the conditions specified below to maintain my financial aid eligibility:

- I will maintain a minimum 2.0 GPA for each term.
- I understand that course grades of "I" will not be counted.
- I understand that I am expected to complete/pass all classes attempted.
- I understand that I should not withdraw from any classes after the drop/add deadline.
- **I understand that I should meet with the Academic Center for Excellence (ACE) during this semester to help my academic goals.**
- **Failure to meet any of the above will result in aid cancellation and is not appealable.**

Student Signature _____ Date _____ V# _____

Personal Assessment

(Form must be typed)

It is helpful to reflect on your personal situation as you begin to develop a clear plan for academic success at Virginia State University. Please state any circumstances that are preventing you from performing academically. (If additional space is needed, please submit as a Microsoft word document.)

My Study Habits

Generally, I study: _____ (hours) a day. Generally, I study: _____ (hours) per week.

In the future I plan to study: _____ (hours) a day and _____ (hours) per week.

What do you do when you study?

In what setting are you most productive studying? (i.e.: locations, lighting, desk, etc.)

Members of my support network that are available to assist me in becoming a successful student at Virginia State University are? (i.e., family, friends, classmates, etc.)

What has been your best experience as a student at Virginia State University? Why?

Academic History

Think about the courses you have taken. Which of those did you really enjoy? In which courses did you do well? In which ones could you have improved? What factors contributed to your success, enjoyment or performance? Use this worksheet to highlight three (3) of the courses in each category, print your unofficial transcripts to help you with this section.

Courses In Which I Performed Well or Enjoyed the Most			
Course	Grade	Factors that contributed to my success	Strategies I used in this course that I should use again

Courses In which I could have Improved			
Course	Grade	Factors that contributed to the low grade	What I could have done to improve my grade

It is strongly recommended that you meet with your Advisor and the Professors of the classes that you are not maintaining satisfactory academic progress in.

My Goals for Academic Success

Examine the courses that you are taking this semester (or the next one in which you will enroll) and complete this chart.

Course	Specific study skills I need for this class	Resources on Campus

GPA PROJECTION	
My cumulative Grade Point Average at VSU as of today:	
My projected Grade Point Average for next semester:	
My projected credit hours I will earn for next semester:	

Please note, to improve your Grade Point Average (GPA), a student must earn at least a 2.00 GPA and pass a minimum of 12 credit hours as a full-time student each semester.

It is strongly recommended that you meet with the Academic Center for Excellence (ACE) to find out more information about tutoring, advising and other academic assistance. ACE is located on the 2nd floor of the Johnston Memorial Library. You may contact them at (804) 524-6755 or ace@vsu.edu

All decisions of the SAP Committee are final and not subject to further appeal.

Student Signature

Date