



**Virginia State University  
Office of Student Financial Aid  
Satisfactory Academic Progress Appeal  
Academic Year \_\_\_\_\_**

Federal regulation requires 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](http://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 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 financial aid staff member will notify you of the decision by email to you official VSU email account.** If your appeal is approved your financial aid is reinstated for the current semester. Eligibility is not retroactive to a prior term. If your appeal is denied, you may choose to apply for an alternative loan.

**All decisions of the SAP Appeal’s Committee are final and not subject to further appeal.**

***Appeal Deadline:***

SAP appeals and supporting documentation must be received by the VSU Office of Student Financial Aid by **June 30<sup>th</sup>** for the fall and **January 3<sup>rd</sup>** 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

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<b>Last Name</b>	<b>First Name</b>	<b>V#</b>	<b>VSU Student Number</b>
Undergraduate Student <input type="checkbox"/>	Graduate Student <input type="checkbox"/>	Doctoral Student <input type="checkbox"/>	
<b><u>Current Mailing Address:</u></b>			
<hr/>	<hr/>	<hr/>	<hr/>
<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<hr/>	<hr/>	<hr/>	
<b>Day Phone</b>	<b>Evening Phone</b>	<b>VSU Email Address (Only)</b>	

Office of Student Financial Aid, Virginia State University  
P.O. Box 9031  
Petersburg VA 23806  
804-524-5990 or 800-823-7214 (Office#)  
804-524-6818 (Fax#) or [sap@vsu.edu](mailto:sap@vsu.edu) (Email)