

Virginia State University Office of Student Financial Aid Graduate/Doctoral 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 time frame – 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. Graduate/Doctoral Academic Plan

Last Name	First Name		V#:_V00 VSU Student Identification#
	Graduate Student Doctora	l Student	
Permanent Mailing Address:			
Street	City	State	Zip Code
Day Phone	Evening Phone	VSU Ema	<u>@students.vsu.edu</u> il Address (Only)



Virginia State University <u>Graduate/Doctoral</u> Academic Plan Student Agreement for Financial Aid Recipients

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas: (1) Cumulative GPA, (2) Hours Earned, and (3) Maximum Time Limit 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 toward 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.
- 2) Submit the typed Explanation Letter (Personal Assessment).
- 3) Submit the typed Graduate Academic Plan.
- 4) It is the responsibility of the graduate 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 Graduate SAP Appeal, Personal Assessment and Academic Plan to: SAP Committee

Location: 112 Gandy Hall - 1st Floor 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 3.0 GPA for each term
- I understand that course grades of "I" will not be counted
- I understand that I must complete/pass all classes attempted
- I understand that I cannot withdraw from any classes after the drop/add deadline
- Failure to meet any of the above will result in aid cancellation and is not appealable

Student Signature & Date_	V#	

Pes helpful to reflect on your personal access at Virginia State University. Please preventing you from preforming according word document without rest cument.)	ase state here, in the s ademically. (If addition	to develop a clear plan for acader pace provided, any circumstances t al space is needed, please submit a
cess at Virginia State University. Plea preventing you from preforming aca crosoft word document without rest	ase state here, in the s ademically. (If addition	pace provided, any circumstances t al space is needed, please submit a
Graduate	e / Doctoral Aca	ademic Plan
Courses that	at did not meet SAP	Requirements
Course	Grade Earned	Projected term for re-take
Expected Graduation Date	Hours	required for completion
		

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

Student Signature & Date_____