



Virginia State University
Office of Student Financial Aid
Undergraduate 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 a copy of the complete 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. Undergraduate Academic Plan

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Last Name	First Name	V#: V00 VSU Student Identification#
Undergraduate Student <input type="checkbox"/>		
Permanent Mailing Address:		
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
Street	City	State Zip Code
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
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 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 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.**
- 2) **Submit the typed Explanation Letter (Personal Assessment).**
- 3) **Submit the completed Undergraduate Academic Plan (typed).**
- 4) **It is the responsibility of the undergraduate 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 Undergraduate SAP Appeal, Academic Plan and
Personal Statement 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# _____

V# _____

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?

Personal Assessment

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 in this space any circumstances that are preventing you from performing academically. If additional space is needed, please submit as a Microsoft word document.

V# _____

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. If you cannot access your banner account, please contact VSU's Technology Services for assistance at (804) 524-5210.

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

V# _____

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. If you need assistance with banner9, contact VSU's Technology Service Department at (804) 524-5210.

Course	Specific study skills I need for this lass	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), an undergraduate student must earn at least a 2.00 GPA and pass a minimum of 12 credit hours as a full-time student each semester.

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

Student Signature and Date_____