2024-2025 Satisfactory Academic Progress Appeal

Students must maintain Satisfactory Academic Progress (SAP) 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 includes all coursework taken for a specific academic level (undergraduate or graduate), even ones that have been removed due to academic/medical relief or resignation.

Undergraduate students must have a cumulative GPA of 2.0, earn 67% of cumulative credits attempted, and not exceed 150% of the published length of the educational program measured in credits attempted. **Withdrawals, resignations, and/or classes dropped after the financial aid census date count in this calculation.**

Graduate students must have a cumulative GPA of 3.0, earn 67% of cumulative credits attempted, and not exceed 150% of the published length of the educational program measured in credits attempted. **Withdrawals, resignations, and/or classes dropped after the financial aid census date count in this calculation.**

Students who do not meet any of the above requirements are not eligible for future financial aid (grants, scholarships, FWS, federal loans, and private loans). Students with extenuating circumstances may submit an appeal to have their financial aid reinstated. If approved, the student will receive financial aid for the following semester. To maintain their financial aid for subsequent semesters, the student must either meet the terms of their academic plan or meet the SAP requirements above.

To appeal, complete this form and attach documentation of the extenuating circumstance that resulted in your not meeting SAP standards.

- Our office reviews all appeals on a case-by-case basis.
- Review "How to write a SAP Appeal" on our website.
- The limit on SAP appeals is **two (2)** during your time as a student at Virginia Tech.
- Once you submit all appeal documentation, we will notify you of the committee's decision within three (3) weeks via Virginia Tech email.
- You may submit the appeal by Secure Document Uploader or in person to our office.
- If 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.

NOTE: The Office of University Scholarships and Financial Aid are mandatory reporters for Title IX purposes. For more information about Title IX, please visit SAFE at VT.

SAP Appeal Priority Dates and Deadlines by Term			
Term	**Priority Date 1***	**Priority Date 2***	**Final Deadline:**
Fall 2024	**June 10, 2024**	**August 19, 2024**	**October 1, 2024**
Spring 2025	**N/A**	**January 14, 2025**	**March 1, 2025**
Summer 2025	**N/A**	**N/A**	**May 26, 2025**

*Priority dates and deadlines- students who submit an appeal by priority dates will have an appeal decision prior to important billing and disenrollment dates. Appeals submitted after the final deadline will be processed and reviewed for aid eligibility for the following semester. Students who are facing challenges meeting deadlines should reach out to our office directly.

2024-2025 Satisfactory Academic Progress (SAP) Appeal

Student ID: _____ **Last Name:** _____

Term Request for Aid:
☐ Fall 2024 ☐ Winter 2024 ☐ Spring 2025 ☐ Summer 2025

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☐ 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:** _____

If you are not meeting Satisfactory Academic Progress (SAP) requirements for GPA and/or Pace of Progress (not earning 67% of the credits you have attempted), you must submit the following items:
- Satisfactory Academic Progress (SAP) appeal form
- Third-party supporting documentation – this will vary by student depending on your specific situation.

If you are not meeting SAP standards for Maximum Timeframe (approaching 150% of credits required for your degree), you must submit the following items:
- Satisfactory Academic Progress (SAP) appeal form
- Satisfactory Academic Progress Advisor form

NOTE: * If you are failing 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 3rd party supporting documentation.

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.

2024-2025 Satisfactory Academic Progress (SAP) Appeal

1. **Please explain the circumstances that caused you not to meet SAP standards. When possible, include dates and/or semesters impacted by these circumstances.**

2. **Please explain how the circumstances that caused you to not meet SAP standards have been resolved or changed.**

3. **Please give specific actions you will be taking to meet SAP standards and the steps to ensure you will continue to maintain SAP compliance in the future.**

Student Certification:

*I certify that I have read the **Satisfactory Academic Progress policy** and that the statements and documentation I have provided in this appeal are true and correct.*

Student's Signature _____ **Date** _____

No typed signatures

You may submit the appeal by Secure Document Uploader or in person to our office.