

## Financial Aid Satisfactory Academic Progress Appeal

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas: Cumulative Grade Point Average (GPA), 67% Completion Rate and 150% Maximum Time Frame for financial aid eligibility. It is the student's responsibility to stay informed of the college's SAP standards and to monitor his/her own progress.

**Your SAP appeal will not be reviewed if a FAFSA is not on file for the applicable aid year.**

Incomplete SAP Appeal forms will not be approved. Submission of the appeal does not guarantee approval. The student is responsible for all semester tuition expenses while the SAP appeal is being reviewed.

**For more information about how to prepare your appeal, visit the Satisfactory Academic Progress (SAP) website at [http://www.reynolds.edu/pay\\_for\\_college/financial\\_aid/sap.html](http://www.reynolds.edu/pay_for_college/financial_aid/sap.html).**

Please allow 2-3 weeks for review. Students will receive appeal updates via their MyReynolds SIS Student Center Message Center. All decisions of the Financial Aid Appeal Committee are final and not subject to further appeal. If your appeal is approved and your financial aid is reinstated, it will not be retroactive to any semester when these standards were not met. **It is strongly recommended that you submit this form prior to the last day of open registration for the semester in which you are appealing your SAP violation.**

Name

Last	First	MI
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Student ID Number

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Phone Number

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JSRCC Email Address

@email.vccs.edu
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**1. Please select the current term and year for which you are appealing for reinstatement of your financial aid eligibility (Select Only One Semester).**

☐ Fall \_\_\_\_\_  
Year

☐ Spring \_\_\_\_\_  
Year

☐ Summer \_\_\_\_\_  
Year

**2. On a separate sheet of paper, provide a typed statement that includes:**

- A detailed explanation of the circumstances during your enrollment that were beyond your control that have contributed to your inability to maintain SAP standards.
- Why those circumstances are no longer affecting your academic performance.
- Your plan to be successful.

**3. Provide supporting documentation, recommended when possible. For example:**

- If your reason is due to illness, please explain the circumstances and what is different now. Submit medical documents or a statement from your doctor to support your statement.

### **For 150% SAP violation students ONLY (exceeding the maximum timeframe)**

- A. Statements for 150% SAP violations** must also include your educational and career goals and how your program(s) align(s) with them. If you are submitting a new appeal because you are changing your program AFTER a previous 150% appeal was approved, your statement will need to include why the decision was made to change/add/update your program.
- B.** 150% SAP students are **required to meet with their academic advisor** to confirm their program(s) and the courses needed to complete their program(s). If your appeal is approved and you later add or change your program or take classes that are not required for your approved program(s), you will violate your SAP Appeal Contract and will be ineligible for financial aid for future terms.
- C. Attach a current copy of your advisement report** to show your programs and which courses remain to complete your requirements for graduation. You can access your advisement report by logging into your MyReynolds account and access your Student Center. Under the heading "Academics," choose "Academic Requirements" in the drop down box and click the double arrow to the right of the box. This will display the hours needed to complete your program(s).

**By signing this appeal form, you certify that you have met with your academic advisor to review your graduation requirements and understand that you may not add or change your program(s) while on an approved 150% SAP Contract.**

**Certification and signature: I am requesting consideration to have my financial aid eligibility reinstated. I understand that submission of this form does not guarantee approval and that appeals are decided on a case-by-case basis by committee. I understand that the Office of Financial Aid may deny any appeal that is incomplete or lacks documentation. By signing this form, I certify that the information I am providing is truthful and accurate. If I provide false or misleading information, I understand that I may be fined \$20,000, sent to prison, or both.**

#### **If approved, I agree to the following contract terms:**

- Beginning with the semester the appeal is approved, I will earn a grade point average of at least a 2.0 during each semester. Failure to do so will cause me to be in violation of the SAP Appeal Contract and I will be ineligible for financial aid for future terms.
- Beginning with the semester the appeal is approved, I will successfully complete 100 percent (completion rate) of the credit hours that I attempt during each semester while I am on the Academic Plan. Attempted credit hours include all courses that are successfully passed with grades A,B,C,D, P, or S. Attempted credit hours that are unsuccessful include grades W,I,U,R, and F. Attempted credit hours include ESL and developmental courses. Attempted credit hours do not include audited courses or any courses dropped during the drop period for each semester.
- I will work with my academic advisor to choose courses that count towards my program(s) and that I can successfully complete. I acknowledge that if I take courses outside of my approved program(s), this violates my SAP Appeal Contract and I will be ineligible for financial aid for future terms.

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**Signature**

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**Date**

**Signatures must be hand drawn or acceptable electronic signatures** (typed names in script fonts are not acceptable). Submit this form via fax to (804) 371-3739 or submit to the Financial Aid Office in person.

**More information can be found at**

**[https://www.reynolds.edu/pay\\_for\\_college/financial\\_aid/forms/index.html](https://www.reynolds.edu/pay_for_college/financial_aid/forms/index.html)**