



**Satisfactory Academic Progress for Financial Aid
APPEAL FOR DETERMINATION OF ELIGIBILITY**

In order to appeal the denial of financial aid due to not maintaining satisfactory academic progress, you must complete this form and attach the required documentation. Once the form has been completed, you may either mail it to the Financial Aid Office, 501 College Drive, Charlottesville, VA 22902 or fax it to 434.961.6557.

Please read and complete this appeal carefully.

Name (Last, First, MI) _____ Student ID # _____

VCCS E-mail Address _____

Please indicate the academic year and semester for which the appeal is to be considered:

- ____ Fall
- ____ Spring
- ____ Summer

Complete the following information regarding your degree or certificate.

Degree or Certificate Objective: _____ Hours needed to complete program _____.

Have you had a previous appeal?

- ____ No
- ____ Yes (Indicate the year and semester of previous appeal _____)

Types of Appeals:

- ____ **GPA** (Grade Point Average-Address the issue as to why your cumulative GPA is below the required standard.
- ____ **Completion Rate**-If the ratio (hours completed divided by hours attempted) is less than 67%, why have you enrolled in courses and received a Withdrawal (W), an Incomplete (I), or an 'F', which has negatively affected your completion rate?
- ____ **Timeframe**-If your appeal is based on exceeding the maximum timeframe for receiving financial aid (150% of your program length), why did you need to enroll in a greater number of credit hours than is normally associated with the completion of the degree requirements?

Reason for Appeal

Indicate below which situation best applies to the academic difficulty you have experienced. Then, on the back of this page provide a detailed explanation of the factors contributing to your lack of academic progress. Indicate the steps taken to prevent future unsatisfactory academic progress.

- ____ **Medical:** If a medical problem contributed to the failure to maintain satisfactory academic progress, attach documentation from a medical professional from whom you have received advice or treatment.
- ____ **Death/Illness:** If the death/illness of a family member or close friend contributed to the lack of academic progress, attach appropriate copies of medical records, death certificate, obituary, etc.
- ____ **Other Circumstances:** Clearly state the circumstance (not listed above) & provide appropriate documentation.

