

Satisfactory Academic Progress (SAP) Appeal Form

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas: Cumulative Grade Point Average (GPA), Completion Rate (67% Rule) and Timeframe (150% Rule). Students can appeal the loss of their financial aid eligibility if it was caused by unusual mitigating circumstances. If the appeal is approved, the student must adhere to the academic plan and all conditions outlined within the appeal approval. Failure to meet the outlined academic plan or conditions will result in the loss of financial aid eligibility.

Last Name

First Name

MI

Student ID Number

Email

Phone Number

Have you had a previous appeal? No Yes If yes, indicate semester and year of previous appeal:Which semester are you requesting your Financial Aid to be reinstated?: Fall Spring Summer

Year:

Select The Reason(s) For Your Appeal

- Grade Point Average (GPA) – GPA is below the minimum requirement based on credits completed.
- Completion Rate (67% Rule) – Cumulative completion (successfully completed courses ÷ attempted courses) is below 67%.
- Timeframe (150% Rule) – Exceeded the maximum credit hour limit in degree/certificate program (1.5 × credits to complete program)

Complete Appeal Letter (attached) And Supporting Documentation

The appeal letter provides an opportunity for the student to describe in detail the impact and circumstances that prevented them from meeting SAP standards. This statement should be signed and dated with a detailed explanation of why you failed to meet the Standards of Satisfactory Academic Progress. Explain what has changed. Details on your plan to become academically successful are required.

Extenuating or mitigating circumstances could include:

- Death in the family. Please include relationship.
- Illness or injury to the student and/or immediate family member.
- An emotional or mental health issue (for the student) that required professional care for the student.

Complete an Academic Plan

Meet with a Student Success Advisor to develop an academic plan for success to re-establish SAP and attach with your SAP appeal submission. Visit the PVCC Student Success Office, Main Building room M136 or pvcc.edu/student-success-office to set up an appointment. All students on an Academic Plan must meet the following conditions:

- Successfully complete all coursework with a “C” or better.
- Pass all developmental coursework successfully (if needed and no more than 30 credits).
- Have no withdraws or incompletes from classes.
- Meet with a Student Success Advisor each semester prior to registering to review and update Academic Plan.

Submit Completed And Signed Appeal Letter, Supporting Documentation And Academic Plan

The office will not review incomplete appeals. Supporting documentation is required and must correspond with the appeal. Documentation should be from an objective third party (e.g., medical bills, death certificate, counselor, teacher, religious leader).

Satisfactory Academic Progress (SAP) Appeal Letter

Use this space to provide a written explanation detailing the reasons you failed to make Satisfactory Academic Progress (SAP). Attach additional sheets if necessary. The appeal explanation must include answers to the following:

- Explain the circumstances of the appeal.
- Explain what has changed, including the corrective measures you have taken to achieve and maintain SAP.

By signing below, you are indicating that you understand the information below. You certify that the information on this form is complete and accurate. You understand the following:

- You are responsible for meeting payment deadlines while waiting for an appeal decision.
- Appeal approval is not guaranteed.
- If your appeal is approved, your academic progress will be reviewed each semester.
- If you do not meet the terms of the appeal, you will not be eligible for financial aid at PVCC.
- You understand that a second appeal will not be granted.

Student Signature

Date