

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 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.

Submission of the appeal does not guarantee approval, and students are responsible for dropping all classes by the add/drop deadline if they are unable to pay for classes on their own. 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.aspx.

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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Emplid

Day Phone

Evening Phone

JSRCC Email Address

1. Please check the term and indicate the year for which you are appealing for reinstatement of your financial aid eligibility.

Fall _____
 Spring _____
 Summer _____

Degree/Certificate Program

2. Please indicate the mitigating circumstances that have contributed to your inability to maintain SAP by checking any category below that applies to you. You must also follow the instructions for each checked category.

- 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. -- Attach a statement for the appropriate medical professional on official letterhead and explain the nature and dates of the illness in question 3 of this form.
- Death/Illness:** If the death/illness of a family member or close friend contributed to the lack of academic progress, please attach appropriate copies of medical records, death certificate, obituary, etc. -- Attach a photocopy of the death certificate and/or notice from a newspaper and include the name of the deceased and relationship to you in question 3 of this form.
- Other Extenuating Circumstances:** Please clearly state the circumstance (not listed above) and provide appropriate documentation. Provide a detailed explanation in question 3 of this form regarding the specific circumstances of your situation. Supporting documentation from a third party must also be attached.

3. **On a separate sheet of paper, provide a typed detailed explanation of the circumstances indicated in question 2 that led to the SAP violation and why those circumstances are no longer affecting your academic performance.**
4. **If you are in SAP violation for exceeding the maximum timeframe (150% Rule), you and your academic advisor or program head must complete the SAP Degree Audit Form. The SAP Degree Audit Form can be found in Enrollment Services or on the Financial Aid website under the 'Forms' section at http://www.reynolds.edu/pay_for_college/financial_aid/forms.aspx.**
5. **Certification and signature.** I am requesting to have my financial aid eligibility reinstated. I understand that the Office of Financial Aid may deny without question any SAP appeal that is incorrect or lacks documentation. I am, therefore, submitting my SAP appeal with appropriate documentation. I understand that submission of this appeal does not guarantee approval. By signing this form, I certify that the information on this form 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:

- Beginning with the semester the appeal is approved, I will earn a grade point average of at least a **2.0 during each semester.**
- Beginning with the semester indicated above, 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 "W" (withdrawal), "I" (incomplete), "U" (unsatisfactory), and "F" (failing) courses as well as all courses that are graded (A,B,C,D, P, R or S). Attempted credit hours do not include audited courses or any courses dropped prior to the last date to drop a course for each semester. Attempted hours **do** include ESL and developmental courses. It is essential that you work with an academic advisor in choosing courses that you can successfully complete.

- You are limited to taking only curricular courses required for completion of your program/plan that is listed on the SAP Appeal Form.

Signature

Date

Students may fax the appeal to the financial aid office at 804-371-3739, email it to finaid@reynolds.edu or submit at Enrollment Services on any campus.

PLEASE NOTE: Incomplete SAP Appeal forms will not be approved. The student is responsible for all semester tuition expenses while the SAP appeal is being reviewed. Please allow 10-14 business days for review. Once a decision is made, you will be notified at your college e-mail address. All decisions of the Financial Aid Appeal Committee are final and not subject to further appeal.

Central Financial Aid Office
Post Office Box 85622
Richmond, VA 23285-5622