

## 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.**

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](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	Emplid
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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. (Select Only One Semester)**

Fall \_\_\_\_\_  
Year

Spring \_\_\_\_\_  
Year

Summer \_\_\_\_\_  
Year

**2. List ALL Degree/Certificate Programs in which you are enrolled below:**


**3. On a separate sheet of paper, provide a typed detailed explanation of the mitigating circumstances that have contributed to your inability to maintain SAP and why those circumstances are no longer affecting your academic performance. As well as supporting documentation. For example:**

- a) If your reason is due to illness, please explain the circumstance and submit medical documents or a statement from your doctor, supporting your statement.
- b) If you are submitting a new appeal because you are changing your major AFTER a previous appeal has been approved, you will need to submit a supporting statement from your advisor as to why the decision has been made to change/add/update your major.

\*\*For 150% students, your statement must include what your educational and career goals are and how your program(s) align(s) with them.

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 for each program that you are enrolled in. The SAP Degree Audit Form can be found in Advising Services, DTC the 105 or on the Financial Aid website under the 'Forms' section at [http://www.reynolds.edu/pay\\_for\\_college/financial\\_aid/forms.aspx](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**. 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 term(s).
- 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. 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 term(s).
- I acknowledge that if I add a program and/or take courses outside of my approved program(s) and class(es), this violates my SAP Appeal Contract and I will be ineligible for financial aid for future term(s)

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<b>Signature</b> <b>Must be a "wet" signature or an acceptable electronic signature. Cannot be a typed or cursive font.</b>	<b>Date</b>
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Information on acceptable electronic signatures can be found here [https://www.reynolds.edu/pay\\_for\\_college/financial\\_aid/forms/Acceptable-Electronic-Signatures-Instructions.pdf](https://www.reynolds.edu/pay_for_college/financial_aid/forms/Acceptable-Electronic-Signatures-Instructions.pdf)

Students may fax the appeal to the financial aid office at 804-371-3739, email it to [finaid@reynolds.edu](mailto:finaid@reynolds.edu) or submit at the Office of Financial Aid at the Parham Road Campus, The 105 at the Downtown Campus, or Advising Services at the Goochland 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 via SIS Message Center. All decisions of the Financial Aid Appeal Committee are final and not subject to further appeal.**

Office of Financial Aid  
P.O. Box 85622  
Richmond, VA 23285-5622