



**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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Signatures must be hand drawn or acceptable electronic signatures** (typed names in script fonts are not acceptable). Submit this form through the upload tool on the Reynolds Financial Aid web page, 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)**