

Student Name: _____

Student ID: _____

Degree Program(s): _____

Financial aid suspension is the result of a student’s failure to meet Satisfactory Academic Progress (SAP) standards after his/her semester of warning. SAP standards are viewable in the Financial Aid Student Handbook or in the current College Catalog.

A student may appeal a suspension if he/she had exceptional circumstances. A decision is emailed to the student within 10 business days of the receipt of all documentation. Decisions are the purview of the SAP Appeal Committee and are final. If an appeal is approved, then the student is placed on Probation and may be eligible for federal student aid provided the student continues to meet the terms of his/her Probation. The student will remain on Probation until he/she is meeting SAP standards or fails to meet probationary terms.

Section I: Instructions to Appeal SAP Suspension
If your suspension is Qualitative and/or Quantitative:

- a. Provide a written statement addressing, by semester, the reasons you did not meet SAP standards and your plan to meet a minimum CGPA of 2.0 and/or attain a completion rate of at least 66.666%.
- b. Provide documentation of the extenuating circumstances you address in your statement.
- c. Meet with an Advisor in the Academic Advising Center to complete a 'SAP Plan" and Program Map

If your suspension is Maximum Timeframe:

- a. Provide a written statement addressing why you failed to or are unable to complete your degree within the 150% maximum timeframe.
- b. Provide documentation of the extenuating circumstances you address in your statement.
- c. Provide a program audit - this should be requested from the Registrar's Office (the audit will be submitted directly to Financial Aid by the Registrar's Office)
- d. Meet with an Advisor in the Academic Advising Center to complete a SAP Plan and Program Map

If your suspension is Maximum Timeframe and you are working on a second degree:

- a. Provide a written statement addressing your purpose/reasons/goals for a second degree
- b. Provide a program audit - this should be requested from the Registrar's Office (the audit will be submitted directly to Financial Aid by the Registrar's Office).
- c. Meet with an Advisor in the Academic Advising Center to complete a 'SAP Plan" and Program Map

Section II: Standards of Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress standards require a student to complete at least 66.67% of all credit hours attempted, be on pace to complete his/her degree within the 150% Maximum Timeframe, and meet the CGPA standards as follows:

Total Credits Earned at RVCC	Minimum CGPA Required for SAP	
Credits	Certificate	Degree
0-13	1.50	1.50
14-27	2.00	1.70
28-40		1.80
41+		2.00

Section III: Student's SAP Suspension

Please contact the Financial Aid Office to complete this section.

- A. Has the student been granted Academic Amnesty? Yes No
 - B. SAP Suspension:
 - Qualitative and Quantitative as of _____ semester
 - Qualitative as of _____ semester
 - Quantitative as of _____ semester
 - Maximum Timeframe as of _____ semester
 - C. Maximum timeframe allowed for degree _____ credits.
 - D. Cumulative Grade Point Average: _____
 - E. Attempted Credits: _____
 - F. Passed Credits: _____
 - G. Percentage completed of all credits attempted: _____
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Section IV: Student's SAP Plan

My plan is to achieve the minimum 2.0 CGPA required for graduation and complete at least 66.67% of all credits attempted by the of _____. To successfully complete this plan, each semester I am on probation I will earn a minimum CGPA of _____. This includes repeating _____ credits and earning a minimum of a C for each *repeated* course listed below:

_____	_____
_____	_____

I will earn credit for all credits I attempt and understand federal student aid is limited to the credits required to complete my degree. Number of credits remaining to earn degree: _____

Advisor Recommendations:

My advisor recommended I take a limit number of credits each semester. Therefore, I will take no more than the following credits each semester: _____.

Section V: Signatures

By signing this form, I confirm that I have met with an Academic Advisor and agreed upon this SAP plan:

Student Signature: _____ Date: _____

By signing this form, I confirm that I met with the student and that we have created and agreed upon this plan for the student to meet SAP standards.

Advisor Signature: _____ Date: _____

Office Use Only

Decision:

- | | |
|---|---|
| <input type="checkbox"/> Probation Granted | <input type="checkbox"/> Issue Resolved |
| <input type="checkbox"/> Probation Granted with _____ credits maximum | <input type="checkbox"/> Probation Denied |
| <input type="checkbox"/> Probation Granted for Specific Courses | |

Approval Signature: _____ Date: _____

Date Reviewed: _____ Continued: _____ New Status: _____ Semester: _____

Date Reviewed: _____ Continued: _____ New Status: _____ Semester: _____

Date Reviewed: _____ Continued: _____ New Status: _____ Semester: _____

Date Reviewed: _____ Continued: _____ New Status: _____ Semester: _____

Date Reviewed: _____ Continued: _____ New Status: _____ Semester: _____

Date Reviewed: _____ Continued: _____ New Status: _____ Semester: _____