OFFICE *OF* FINANCIAL AID

UNIVERSITY *of*
VIRGINIA
SCHOOL OF LAW

580 Massie Road • Charlottesville, Virginia 22903-1738 • PHONE: 434.924.7805 • FAX: 434.982.2128 • lawfinaid@virginia.edu

Satisfactory Academic Progress Appeal
2013-2014

Student's SIS ID: _____

Student's Full Name: _____
(LEGAL NAME - PRINT*)*   first   middle   last

Students on Financial Aid Warning remain eligible for financial aid and do not need to submit an appeal.

A Satisfactory Academic Progress (SAP) Appeal must be submitted to the Law School's Office of Financial Aid when requesting consideration of extenuating circumstances (i.e. death of a parent(s) or relative, serious personal illness, etc.) that have affected a student's ability to meet the satisfactory academic progress standards. The outcome of the review will depend upon the nature of the extenuating circumstances, how well it is documented, and how effectively the student has demonstrated that he or she is making progress toward earning a degree. To complete the appeal process, submit all of the following:

- Satisfactory Academic Progress Appeal including your explanation of your circumstances
- Academic plan developed by you and the Law School's Student Records Office
- If applicable, documentation from third party to support your explanation (i.e. letter from physician or counselor)

Please answer the following questions, and attach additional pages as necessary:

1. Check the term for which you are appealing: ☐ Fall 2013   ☐ Spring 2014

2. Check the box (es) that reflect the reason for which your financial aid was suspended.
     ☐ Maximum time frame to complete a course of study
     ☐ Credit hour completion rate
     ☐ Cumulative grade point average (GPA)

3. Check the box(es) that reflect the extenuating circumstances that affected your ability to make SAP.
     ☐ Medical Reasons   ☐ Personal Reasons   ☐ Academic Reasons

4. Please provide a detailed explanation of the extenuating circumstances that have prohibited you from making SAP. **You must provide a detailed explanation on an attached statement.**

5. What steps will you take to address the circumstances that have prohibited you from maintaining satisfactory academic progress and to manage the impact of these and other similar circumstances in the future? **You must provide a detailed explanation on an attached statement.**

6. By when do you expect to meet the satisfactory academic progress standards? When do you expect to finish your degree?

7. What additional information do you wish to share with the Law School Financial Aid Appeals Committee?

I certify that the information reported on my appeal form is accurate and true. I understand that I have one opportunity per term to appeal my SAP status and that the decision of the Law School Financial Aid Appeals Committee is final. I also understand that the information contained on my appeal form and my academic plan will be considered by the Law School Financial Aid Appeals Committee when reviewing my appeal and will impact the decision of the Committee.

Student Signature: _____   **Date:**_____

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Satisfactory Academic Progress Appeal: Academic Plan
2013-2014

Student's SIS ID: _____

Student's Full Name: _____
(LEGAL NAME - PRINT*)*   first   middle   last

Meeting satisfactory academic progress (SAP) is one of many federally-mandated criteria viewed in determining a student's eligibility for continued receipt of financial aid. In order to remain eligible, students must meet both a quantitative and qualitative standard. The standards measure student's performance in the following areas: maximum time frame to complete a course of study, credit hour completion rate, and cumulative grade point average (GPA). Students may have their financial aid eligibility suspended for one or more of these reasons.

The academic plan must demonstrate how the student will meet the SAP standards by a specific point in time. The satisfactory academic progress policy allows a student's appeal to be approved based upon the student following the academic plan. If the student deviates from the academic plan, he/she will have their financial aid eligibility suspended. Consequently, it is critical for the academic plan submitted to reflect realistic and attainable goals for the student.

Sample academic plans are available on the Student Financial Services website:
http://www.virginia.edu/financialaid/satpro_guidelines.php.

Check the term for which the student is appealing: ☐ Fall 2013   ☐ Spring 2014

Check the box(es) that reflect the reason(s) for which the student's financial aid has been suspended. The academic plan must address all of the deficiencies which caused the financial aid suspension.

☐ Maximum time frame to complete a course of student – complete Table One below

☐ Credit hour completion rate - complete Table Two below

☐ Cumulative grade point average (GPA) - complete Table Three below

TABLE ONE: PROPOSED ACADEMIC PLAN FOR MAXIMUM TIME FRAME

The student plans to enroll in the following terms:	The student plans to attempt the following number of credits:	The student plans to earn the following number of credits:

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TABLE TWO: PROPOSED ACADEMIC PLAN FOR CREDIT HOUR COMPLETION RATE

Note that attempted credit hours include all withdrawals, incompletes, no grades, failing grades, repeated courses, transfer and test credits.

The student plans to enroll in the following terms:	The student plans to attempt the following number of credits:	The student plans to earn the following number of credits:	At the end of the term, the student will have cumulative attempted credit hours equal to:	At the end of the term, the student will have cumulative earned credit hours equal to:	At the end of the term, the student will have a credit hour completion rate of:

TABLE THREE: PROPOSED ACADEMIC PLAN FOR CUMULATIVE GRADE POINT AVERAGE (GPA)

The student plans to enroll in the following terms:	The student plans to achieve a term GPA of:	At the end of the term, the student's cumulative GPA will be:

My signature below confirms that this academic plan has been developed cooperatively by the Law School's Student Records Office and the student, that I have reviewed the proposed academic plan and that I agree that it reflects realistic and attainable goals.

Student's Signature: _____ **Date:**_____

Law Registrar Signature: _____ **Date:**_____