

## **Satisfactory Academic Progress**

### **Appeal Form For Federal Financial Aid Eligibility Instructions**

A student who is ineligible for federal financial aid due to not meeting Satisfactory Academic Progress (Policy: ADM 3.2) requirements may appeal his/her ineligibility. Some examples of reasons for such a request may include, but are not limited to:

1. Serious illness (physical or mental) for which the student needed to withdraw from all classes in order to recover, or remained enrolled at the university and did poorly in his/her classes.
2. Death or serious illness or injury to an immediate family member.
3. An injury to the student which prevents the student from attending classes and completing academic requirements.

### **Appeal Procedures**

A written letter of appeal must be submitted by the student to the Director of Financial Aid for review.

1. The appeal should explain in detail the reason(s) for not meeting the standards for academic progress.
2. The step(s) the student plans to take to correct his/her academic progress deficiencies.
3. List in detail any extenuating circumstance(s) of which we should be aware.
4. Appeals must be submitted and approved prior to the end of the semester for which the student is appealing to receive financial aid.
5. The student will be provided written notification of the decision of the Satisfactory Academic Progress Appeal from the Director of Financial Aid.

### **Supporting Documentation**

1. It may be necessary for the student to provide written documentation from his/her health care provider(s). If so, the documentation should be on clinic letterhead, with a description of the diagnosed medical or psychological condition, and indicating when treatment began. If applicable, it should also explain how the condition prevented the student from meeting the requirements of the Satisfactory Academic Progress policy.
2. The approval of the financial aid appeal may be contingent upon the student meeting with the Student Success to develop an "Academic Plan" to re-establish SAP, the student will have ten (10) working days from being notified of require action, to submit a copy of the "Academic Plan" to the Director of Financial Aid. Failure to submit "Academic Plan" to the Director of Financial Aid will result in the student not being eligible for financial aid until SAP standards are met. The student may not appeal this decision.
3. Submit all materials as a single packet to the Director of Financial Aid. Any missing information will delay consideration of the student's request.



Office of Financial Aid  
8550 Magellan Parkway, Suite 1100 | Richmond, VA | 23227  
W: 804-627-5350 | F: 804-627-5441  
Email: bsr-confinancial@bshsi.org

## Financial Aid Satisfactory Academic Progress Appeal

**Return: BSMCON Office of Financial Aid**  
8550 Magellan Parkway  
Suite 1100  
Richmond, VA 23227

**Office:** (804) 267-5301  
**Fax:** (804) 267-5330

**Complete this form and attach all additional documentation needed for your appeal. (See Instruction Sheet.)**

SSN: \_\_\_\_\_

Phone: \_\_\_\_\_

Student Name: \_\_\_\_\_  
**Last Name** **First Name** **M.I.**

Address: \_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**City** **State** **Zip**

Academic Program: \_\_\_\_\_

- Please check the term for which you are submitting an SAP appeal.  
☐ Fall ☐ Spring ☐ Summer Year: \_\_\_\_\_
- Please indicate the mitigating circumstances that have contributed to your inability to maintain SAP by checking any category that applies to you. You also must follow the instructions for each checked category.
  - ☐ **Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time.** Attach a statement from the physician and explain the nature and dates of the illness or injury.
  - ☐ **Death of an immediate family member.** Attach a photocopy of the death certificate and include the name of the deceased and relationship to you.
  - ☐ **Significant trauma in student's life that impaired the student's emotional and/or physical health.** Provide a detailed explanation regarding the specific circumstances of your condition. Please be sure to include dates and what you have done to overcome this condition. Supporting documentation from a third party (physician, social worker, psychiatrist, police, etc.) also must be attached.
  - ☐ **Other unexpected documented circumstances beyond the control of the student.** Please explain in detail the nature and dates of the unexpected circumstances. Supporting documentation also must be provided.

3. Academic Plan. An Academic Plan must be provided if your appeal is contingent upon meeting with the Director of Student Success to develop an "Academic Plan" to re-establish SAP.

Check any that apply:      \_\_\_\_\_ Additional page(s) attached  
   \_\_\_\_\_ Supporting documentation attached  
   \_\_\_\_\_ Academic Plan

All the materials for your SAP Appeal should be turned in as one package.

**I certify that all information and documentation I have submitted pertaining to this appeal is true. I understand that the decision of the Financial Aid Appeals Committee is final.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Office Use Only**

Reason for unmet SAP:

- ☐ Cumulative GPA
- ☐ Course Completion Rate
- ☐ Time Frame (150 % rule)
- ☐ Academically Dismissed
- ☐ Number of Semesters at BSMCON: \_\_\_\_\_
- ☐ Appeal Approved, Beginning with \_\_\_\_\_ Semester Year: \_\_\_\_\_  
Ending with \_\_\_\_\_ Semester Year \_\_\_\_\_
- ☐ Appeal Denied