



## 2023-2024 Satisfactory Academic Progress (SAP) Appeal

Virginia Military Institute is required by federal regulations to determine whether a student is maintaining Satisfactory Academic Progress (SAP) in his or her chosen degree plan. Students who have been denied federal financial aid because they have not met the requirements of the VMI SAP Policy are offered the opportunity to complete the VMI Financial Aid appeal process to be considered for an exemption from the policy.

In some cases, a student's failure to meet SAP requirements is due to events beyond the student's control. If there are documentable circumstances for the term(s) when the student's deficiencies occurred, the student may submit this completed appeal form and provide a written statement and documentation as noted below.

**Please submit no later than August 1, 2023**

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### STUDENT INFORMATION:

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Program of Study: \_\_\_\_\_

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### STEP 1: Below please indicate which situation/s applies to your academic difficulty:

- Medical:** A personal medical problem contributed to your failure to maintain satisfactory academic progress. Attach documentation from a medical professional from whom you have received treatment.
- Death/Illness:** The death or illness of an immediate family member contributed to your lack of academic progress. Attach appropriate copies of medical records, death certificate, obituary, etc.
- Military Service:** You have withdrawn due to military service. Attach a copy of your military orders.
- Other Circumstances:** Clearly state the circumstances (not listed above) in your appeal letter and provide appropriate documentation (ex. study abroad-transcripts not received at this time).

### STEP 2: Provide a typed explanation of your circumstances.

On the back of this form or on a separate sheet of paper explain in detail the circumstances, which directly affected your academic progress and the steps that you are taking to improve your academic record.

### STEP 3: Please read and initial each statement below:

- \_\_\_\_\_ I understand that my application must be received by the VMI Financial Aid Office by **Aug 1, 2023**.
  - \_\_\_\_\_ I understand that submission of a SAP appeal does not guarantee reinstatement of eligibility and I am responsible for making payment arrangements for any charges I owe regardless of the outcome of my appeal.
  - \_\_\_\_\_ I understand that I must schedule an appointment for SAP counseling with the Director of Financial Aid, at which time my appeal will be reviewed and either approved or denied.
  - \_\_\_\_\_ I understand that if my appeal is approved, I must pass every class in which I enroll with at least a "C" or better. I must not withdraw from any classes and must have a GPA of at least 2.0 for each semester, or my probationary eligibility will be terminated.
  - \_\_\_\_\_ I understand that if I submit this appeal form after the designated deadline, my request will not be evaluated until the next semester.
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*More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.*

### OFFICE USE ONLY:

Action: \_\_\_\_\_ Approved      \_\_\_\_\_ Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Large empty rectangular box for student signature and date.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please return this appeal form and all documentation to the Financial Aid Office  
by August 1, 2023:**

VMI Financial Aid Office  
307B Letcher Avenue, Lexington, VA 24450  
or  
Fax: 540.464.7269 Email: [financialaid@vmi.edu](mailto:financialaid@vmi.edu)