



2022-2023 Satisfactory Academic Progress Appeal Request

Student Name: _____ CVCC Student ID: _____

Check the semester you are submitting your appeal: Fall Spring Summer

Select the Reason for Your Appeal

- Grade Point Average (GPA): Your GPA is below the minimum requirement (2.0)
- Completion Rate: Your cumulative completion rate is below 67%
- Maximum Timeframe: You have exceeded 150% of the credits required for your program of study.

Explanation of Extenuating Circumstances

Attach a typed and signed letter that includes: A detailed explanation of the extenuating circumstances (extended illness, hospitalization, death of an immediate family member, unanticipated medical or psychological difficulty) and how it directly prohibited you from meeting SAP **and** what steps you have or will you take to address the circumstances that prohibited you from meeting SAP and how you will manage similar circumstances in the future?

Attach supporting documentation

You must submit official documentation or supporting letters (letter from physician, counselor, medical bills, death certificate, obituaries, military orders, legal documents, etc.) to confirm your typed and signed statement.

Complete an Academic Plan

You must complete the academic plan with an advisor.

Submit Your Appeal

Submit your SAP appeal, a typed explanation, supporting documentation, and your academic plan to the Office of Scholarships and Financial Aid. Appeals submitted without proper documentation will be denied. Incomplete forms will not be reviewed. All appeals must be received by the first day of your class for the semester you have requested for reinstatement.

Certification and Signature (Please Read Carefully)

I have read CVCC's SAP Policy and understand decisions on appeals are processed on a case-by-case basis. If approved, I will be placed on Probation on Appeal and must follow my Academic Plan and successfully complete 100% of hours attempted (no withdrawals, incompletes, or repeats) and earn a 2.5 semester GPA until I complete my degree or have met the qualitative, quantitative, and timeframe standards. If not met each semester, my financial aid will be suspended.

Student's Signature: _____ Date: _____

For Office Use Only

Appeal Request Approved Appeal Request Denied

Comments: _____

Financial Aid Administrator: _____ Date: _____



2022-2023 Satisfactory Academic Progress Academic Plan

Student Name: _____ CVCC Student ID: _____

Students required to submit an academic plan are not making Satisfactory Academic Progress (SAP) towards the completion of their program of study. All sections of this form must be completed by an academic advisor and must be signed by both advisor and student.

Program of Study: _____ Credit Hours Completed Toward Degree: _____

Credit Hours Still Needed: _____ Anticipated Graduation Date: _____

Academic Plan

List specific course numbers student needs to complete program under applicable semester.

Table with 5 columns: Semester, Course Name and Number, Course Name and Number, Course Name and Number, Course Name and Number. Rows 1-4.

Advisor's Comments: (Please include any observations or recommendations regarding the student's progress.)

To the Advisor

By signing the document, you certify that you have met with the student and discussed the requirements of the stated degree program the student is pursuing. Also, you agree that the classes and total number of credits listed above apply toward that degree and are needed for the student to complete their course of study and graduate.

Advisor's Signature: _____ Date _____

To the Student

By signing this document, you certify that you have met with your academic advisor and discussed the requirements needed to complete your degree.

Student's Signature: _____ Date: _____