

RADFORD UNIVERSITY

Financial Aid Office · P.O. Box 6905 · Radford, VA 24142
Phone: (540) 831-5408 · Fax: (540) 831-5138 · finaid@radford.edu

Satisfactory Academic Progress Appeal Form

A student whose eligibility for financial aid has been suspended may submit an appeal if mitigating circumstances prevented the student from achieving Satisfactory Academic Progress. Circumstances that may be considered include death in the family, accident, illness, or other academic performance factors that were outside the student's control. Financial need is not sufficient criteria on which to base an appeal.

Please complete the form below certifying you understand the appeal process and attached your written appeal letter for review.

Name: _____

RU ID# _____

E-Mail Address: _____

Phone Number: _____

Appeal Requested for: _____

I certify that I have read and understand the Satisfactory Academic Progress appeal instructions below. I certify that my appeal contains all required elements and the information I have provided is true and accurate.

Signature: _____

Date: _____

Instructions:

1. Attach a written letter of appeal with your name and student ID number explaining the circumstances that caused you not to meet the Satisfactory Academic Progress requirements. Include in the personal statement the resolution or plan that you have made to resolve the problem with your Satisfactory Academic Progress. This personal statement **must** be attached to this form in order for the appeal to be reviewed.
2. Attach appropriate documentation to support your personal statement.
 - Students that do not meet the Maximum Time requirement must submit a statement from their Academic Advisor outlining the remaining classes that they must take and an expected date for graduation.
 - Students that explain that they are not meeting Satisfactory Academic Progress for medical reasons (physical, mental, substance abuse, accident, etc.) must provide documentation of medical condition from a physician. The letter must show that the dates that the condition occurred coincide with the dates of academic problems.
 - Students that explain that not meeting Satisfactory Academic Progress based on a death in the family must provide a copy of the Death Certificate.

Review Process:

1. Incomplete appeals will not be reviewed until all documentation is received.
2. Questions regarding the completion of the appeal should be directed to the student's counselor.
3. Appeals will be reviewed within two weeks of being received. Students will be notified of the outcome of the appeal in writing within four weeks.
4. If an appeal has been denied you may submit additional documentation to the counselor or appeal the denial to the Director of Financial Aid.

<u>SAP MEASURE</u>	SAP REQUIREMENT	UNDERGRADUATE REQUIREMENT	GRADUATE REQUIREMENT						
Maximum Study	150% of program requirements as published in the Radford University catalog.	Cumulative hours attempted may not exceed 150% of program requirement. For example, a program requires 120 hours to complete. The student will only be eligible to attempt 180 maximum hours. The student will be ineligible for financial aid when his/her cumulative attempted hours (including transfer hours) are 180.	Cumulative hours attempted may not exceed 150% of program requirement						
Qualitative	Minimum progress required based on cumulative grade point average.	2.0 cumulative grade point average	3.0 cumulative grade point average						
Quantitative	Minimum number of hours a student must complete each year to show progress toward their degree. *See below.	<table border="1" data-bbox="646 747 1130 1150"> <thead> <tr> <th>Cumulative hours attempted</th> <th>Percentage of Yearly Hours Attempted that must be completed</th> </tr> </thead> <tbody> <tr> <td>Less than 48 Cumulative Attempted Hours*</td> <td>50%</td> </tr> <tr> <td>Greater than 49 Cumulative Attempted Hours*</td> <td>75%</td> </tr> </tbody> </table> <p>*Students who enroll for a semester, receive financial aid covered by this policy, and withdraw from all classes before the end of schedule adjustment will be ineligible to receive financial aid. Summer classes will be considered in relation to all summer terms. For example, if a student receives financial aid in Summer I and Summer III and withdraws from the Summer 1 class before the end of schedule adjustment, the student is considered not to have withdrawn from all summer classes.</p>	Cumulative hours attempted	Percentage of Yearly Hours Attempted that must be completed	Less than 48 Cumulative Attempted Hours*	50%	Greater than 49 Cumulative Attempted Hours*	75%	75% of the Yearly Hours attempted must be completed.
Cumulative hours attempted	Percentage of Yearly Hours Attempted that must be completed								
Less than 48 Cumulative Attempted Hours*	50%								
Greater than 49 Cumulative Attempted Hours*	75%								
Assessment Frequency	At least once per academic year.	At least once per academic year. Typically, after Spring grades are posted and (if the student attends summer school) at the end of summer session.	At least once per academic year. Same as for undergraduate.						