

Name _____ UV ID _____ Phone # _____

All correspondence will be sent to your UVLink account.

Instructions:

If this is the **first** time your Financial Aid eligibility has been suspended for lack of Satisfactory Academic Progress (SAP), you may complete this request to be allowed to receive aid for one probationary semester, during which time you must take action that brings you back into compliance with SAP requirements.

1. This is to request financial aid for the _____ semester.
2. State the reason(s) you were unable to maintain SAP (attach additional pages, if necessary)
3. List the steps you have taken/will take to resolve your situation and improve future academic performance
4. **Attach proof that you have attended/completed the on-campus Academic Success Workshop or the online Academic Success Workshop at <https://www.uvsc.edu/careeracad/workshop/>**

Student Certification

I certify that I have read, understand, and agree to abide by the information on both sides of this form. I also certify that all statements pertaining to this request and all verification documents are true and accurate. **I understand that if this request is approved I must receive SAP counseling from a Financial Aid Advisor before any funds will be disbursed.**

Student Signature _____
Date

FOR OFFICE USE ONLY: SHATERM Cumulative GPA _____ Overall Attempted Hours _____ Overall Earned Hours _____

Semester and Year							
SHATERM Earned Hrs							
ROAENRL Adjusted Hrs							
Cumulative GPA							

1st SOP Approved Denied Pending Eligible Term _____ Initials _____ Date _____

Comments: _____

<input type="checkbox"/> ROASTAT	<input type="checkbox"/> RRAAREQ	<input type="checkbox"/> RHACOMM	<input type="checkbox"/> E-mail
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POLICIES

SATISFACTORY ACADEMIC PROGRESS

To be eligible for Federal Student Aid funds, a student must make satisfactory academic progress (SAP) in both the “quality” and “quantity” of school work. Quality is measured by grade point average (GPA). Quantity is measured by the number of credit hours earned compared to the number of credit hours attempted.

Following are the UVSC institutional requirements for Satisfactory Academic Progress (SAP):

- ' 2.0 (C) minimum cumulative Grade Point Average (GPA) to receive and keep financial aid
- ' 9 earned credit hours (minimum) completed each semester for full-time financial aid (12+ attempted credit hours)
- ' 6.75 earned credit hours (minimum) completed each semester for three-quarter-time financial aid (9-11.5 attempted credit hours)
- ' 4.5 earned credit hours (minimum) completed each semester for half-time financial aid (6-8.5 attempted credit hours)
- ' A maximum eligibility time frame, measured in **attempted** credit hours, of 150% of the program (approximately 90 credit hours for an Associate Degree or 180 credit hours for a Bachelor Degree)

SUSPENSION

Financial aid may be suspended for any of the following reasons:

1. GPA below 2.0
2. Failure to complete the minimum credit hours required (75% of attempted) each semester
3. 90 or more attempted hours while seeking an Associate Degree
4. 180 or more attempted hours while seeking a Bachelor Degree

REINSTATEMENT

A student who is not eligible for financial aid may be able to (re)qualify. The student denied aid for lack of satisfactory academic progress must either (1) attend school, at his/her own expense, taking action that brings him/her into compliance with SAP requirements, or (2) appeal and be approved to receive aid for a probationary term, during which time the student must take action that brings him/her back into compliance with SAP requirements.

FIRST SEMESTER OF PROBATION

The **first** time a student fails to meet the Satisfactory Academic Progress (SAP) requirements, the student may obtain a semester of financial aid on probation by completing a “**Request for Reinstatement.**” In order to maintain future financial aid eligibility after this probationary semester, the student must take action that brings him/her back into compliance with SAP requirements.

APPEAL PROCESS

When a student experiences an unusual circumstance that causes failure to meet Satisfactory Academic Progress (SAP) requirements, or has already received his/her first semester of probation and again fails to meet SAP requirements, the student must submit an “**Financial Aid Appeal.**” Completed appeals will be reviewed by the Financial Aid Appeal Committee, and either approved or denied. **Students will be notified of the committee’s decision by e-mail through UVLink.** Appeal approval requires the student to receive SAP counseling from a Financial Aid Advisor. The counseling must be completed during the semester for which aid will be received. A student may receive aid for the semester during which an appeal was approved, and counseling completed, but not for previous semesters.

DOCUMENTATION

Documentation must come from at least one outside source who doesn’t stand to benefit by the student’s eligibility for financial aid. Acceptable documentation includes, but is not limited to: court documents, police reports, or detailed letters, written on **letterhead**, from one or more professionals, such as a doctor, clergy member, attorney, or professor. If a professional source is not available, detailed, **notarized** letters from other persons familiar with the situation may be considered in certain cases.

LOANS

If you are offered a loan, remember that no funds can be disbursed until you have completed Loan Counseling at www.uvsc.edu/finaid/counseling.