

# FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

## STUDENT INFORMATION

LAST NAME FIRST NAME M.I.

VALENCIA COLLEGE ID# (VID) HOME PHONE (including area code)

ATLAS E-MAIL

## ACADEMIC PROFILE (Under the Courses tab in Atlas)

PRIMARY DEGREE AND PROGRAM

SECONDARY DEGREE AND PROGRAM (if applicable)

LAW ENFORCEMENT ACADEMY TERM (if applicable)

Recruits contact your financial aid liaison for dates and deadlines

## IMPORTANT DEADLINES

SELECT THE TERM OF YOUR APPEAL	APPEAL PRIORITY DATE	APPEAL DEADLINE	FEE PAYMENT DEADLINE
<input type="checkbox"/> Fall	August 4, 2023	November 17, 2023	August 11, 2023
<input type="checkbox"/> Spring	January 3, 2024	April 5, 2024	January 3, 2024
<input type="checkbox"/> Summer	May 02, 2024	July 5, 2024	April 26, 2024

## HOW DO I APPEAL AND WHAT DO I NEED TO PROVIDE?

We understand different conditions may impact your academic or career goals; therefore, the SAP appeal process is a way to have your financial aid eligibility reconsidered. Be sure to include your name and VID# on each additional item in your appeal packet. Here is what to include in your Appeal Packet:

1. This appeal form, completed and signed.
2. Submit a detailed letter answering the following questions:
  - a. Why you did not meet the SAP standard(s)? (see page 2 worksheet)
  - b. What circumstances beyond your control caused you to not meet SAP standard(s)?  
Provide a detailed explanation of the factors which contributed to your lack of academic progress.  
**For example:**
    - i. All terms in which you withdrew (W) from a class or received a grade of F
    - ii. All academic history (including previous institutions)
  - c. What has changed in your situation?
3. Submit within your Appeal Packet supporting documentation related to your letter of explanation, if applicable.  
Make sure to explain within your letter how the documentation supports your appeal.
4. A degree audit approved and signed by your advisor. Take time each term to meet with your advisor to plan out how you are going to be successful. **You can virtually connect with your advisor.**
5. Please use **Financial Aid Office's Secure Document Upload Form** to submit your documents. Each document you submit should have your VID listed for identification purposes. If you cannot use our form for any reason, you can also mail a physical copy of the document to: Office of Financial Aid Services | PO Box 3028 Orlando, FL 32802.

## WHAT IS MY SAP STANDARD ON WHY I WAS SUSPENDED FROM FINANCIAL AID?

Use the worksheet below to identify the reasons for your suspension. By answering “No” to one or more of the questions below you will identify the reason(s) for your suspension. Use this information in your appeal letter.

### To locate your transcript, log into your Atlas account:

- Use Atlas Search to find **Transcripts**
- Click on **Transcripts, Grades & Holds**
- Click **Academic Transcript (Unofficial)**
- Click **Submit**
- Scroll all the way down to the bottom to **Transcript Totals**

### To locate your degree audit, log into your Atlas account:

- Use Atlas Search to find **Degree Audit**
- Click on **My Academic Progress (Degree Audit)**
- Click **Generate New Degree Audit**
- Select **Current Term**, Click submit
- Click **Select Program/Degree/Major**
- Click **Generate Request**
- See degree audit summary for **total credit hours required for program of study**

<b>GPA</b>	<p><b>1.</b> Is your <b>Total Institution</b> GPA a 2.0 or higher?</p> <p><b>2.</b> Is your <b>Overall</b> GPA a 2.0 or higher?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>COMPLETION RATIO</b>	<p><b>3.</b> Did you complete 67% of all your Overall Attempted Hours? Use your transcripts to identify the information below.</p> <p style="text-align: center;"> <math>\frac{\text{OVERALL EARNED HOURS}}{\text{OVERALL ATTEMPTED HOURS}} = \text{66.6 \% OR MORE?}</math> </p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>MAXIMUM CREDITS</b>	<p><b>4.</b> Is your number of <b>Overall Attempted Hours</b> less than 150% of your program of study? Use your degree audit to identify the information below.</p> <p><b>Step 1</b> <math>\frac{\text{TOTAL CREDIT HOURS REQUIRED FOR YOUR PROGRAM OF STUDY}}{\text{TOTAL CREDIT HOURS REQUIRED FOR YOUR PROGRAM OF STUDY}} \times 1.5 = \text{150\% OF THE PROGRAM}</math></p> <p><b>Step 2</b> <math>\frac{\text{YOUR OVERALL ATTEMPTED HOURS}}{\text{YOUR OVERALL ATTEMPTED HOURS}} \text{ LESS THAN } \frac{\text{150\% OF THE PROGRAM}}{\text{150\% OF THE PROGRAM}} \text{ ?}</math></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## WHAT HAPPENS AFTER SUBMITTING A SAP APPEAL FORM?

- **Review time:** It may take up to 30 business days for your appeal to be reviewed. If you have pending college transcripts or are currently enrolled in classes, a decision on your appeal will not be made until after final grades for the current term post and/or your transcripts are received.
- **The evaluation of your appeal** will be based on all academic history (including previous institutions), whether federal aid was received or not.
- **If approved,** you will be placed on a Financial Aid Eligibility Progress Plan (FAEPP) and your financial aid offer will be reinstated. To continue to receive financial aid, you must follow your plan. We recommend meeting with your advisor each term.
- **Notification of the decision** is sent via Atlas email. If denied, next steps will be included within your email.

**CERTIFICATION STATEMENT:** I certify the information submitted is true and correct to the best of my knowledge. I have read each section and provided the required documentation. I understand that decisions on appeals are processed on a case-by-case basis. If approved, I will be expected to make academic progress in all future terms. I have read the Valencia SAP Policy available at the following web site [valenciacollege.edu/finaid/satisfactory-progress.php](http://valenciacollege.edu/finaid/satisfactory-progress.php).

**I understand the completion of this application does not guarantee an approval of my appeal.**

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

STUDENT PRINT NAME \_\_\_\_\_

VALENCIA COLLEGE ID# (VID) \_\_\_\_\_

**INTERNAL USE ONLY:** Satisfactory Academic Progress (SAP) Appeal form would satisfy requirement: **APPLXX**

Upload completed and signed forms using the Financial Aid Office Secure Document Upload Form or return completed and signed forms to the Answer Center/First Stop on your campus or mail to:  
Valencia College | Office of Financial Aid Services | PO Box 3028 Orlando, FL 32802

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