



Office of Financial Aid/Veterans' Affairs
 Division of Student Affairs
 University Center, Room 4121
 Valdosta, GA 31698-0167
 (229) 333-5935 Office
 (229) 333-5430 Fax
<http://www.valdosta.edu/finaid>

SATISFACTORY PROGRESS PETITION

GENERAL INFORMATION (to be completed by student)

Name (First Last):	_____	VSU ID#:	870-_____
Mailing Address:	_____		
E-mail:	_____@valdosta.edu	Phone:	_____
Current Grade Level:	_____	Major:	_____
Term Appeal is for:	_____	Expected Graduation:	_____

CHECKLIST (to be completed by student)

- My name and VSU ID# appears on each sheet attached to this petition.
- I have attached a typed statement to briefly explain the extenuating circumstances that prevented my satisfactory academic progress.
- I have attached a typed statement to briefly state the corrective measures I have taken to ensure my future academic success.
- I have **attached documentation** in support of my extenuating circumstances and the measures that I have taken to ensure my future academic success. If you are unable to provide documentation, please explain why:

- ONLY for those that did not complete the 150% hour requirement:** I have attached a signed letter from my advisor, on departmental letterhead, stating the remaining courses required for me to complete my current degree.

By submitting this petition, I certify that the information contained on this petition is correct to the best of my knowledge.

_____	_____
Student Signature	Date

FOR OFFICE USE ONLY

- | | |
|--|---|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Academic Suspension |
| <input type="checkbox"/> Approved with conditions: _____ | <input type="checkbox"/> Learning Support A/S |
| <input type="checkbox"/> Denied | <input type="checkbox"/> 67% |
| <input type="checkbox"/> Denied Exit Learning Support | <input type="checkbox"/> 150% |
| <input type="checkbox"/> Denied/No longer eligible | <input type="checkbox"/> Grad. Below 2.5gpa |

Signature: _____ Date: _____



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INSTRUCTIONS**

Federal and State regulations mandate that students must meet the minimum satisfactory academic progress requirements to be eligible to receive financial aid. The satisfactory academic progress guidelines and a completion rate calculator can be found on the VSU Office of Financial Aid website, <http://www.valdosta.edu/financialaid/SAPAppealForm.pdf>. Students have the option to appeal for reinstatement of financial aid eligibility.

To appeal for reinstatement of financial aid eligibility, you must complete this Satisfactory Progress Petition and return it to the VSU Office of Financial Aid. **DO NOT** submit the petition to the Office of Financial Aid for review until all items are completed, including your signature. **Incomplete petitions will not be reviewed.** Complete petitions normally are evaluated weekly. You will be notified of the outcome of your petition by mail to the address you list on the petition.

Please follow the guidelines as listed below when submitting your appeal petition:

STATEMENT OF APPEAL (to be completed by student)

In support of your petition, state unusual or specific extenuating circumstances that warrant a review of your petition to receive federal and state financial aid. **BE BRIEF**, submit no more than a one page **TYPED** statement and provide any supporting documentation pertinent to your case. Examples of extenuating circumstances and supporting documentation are listed below. Please submit copies of supporting documents; originals will not be returned. Explanations of your need for financial aid are not necessary. *If you have been receiving aid, we have detailed information regarding your financial condition.*

Extenuating Circumstance	Required Documentation
Serious injury, illness or mental health condition involving student or immediate family	Statement from physician or mental health professional, reflecting date(s) of occurrence/treatment
Death of immediate family member	Copy of death certificate, paper obituary, or statement from physician
Other circumstances beyond the student's control. Example: call to active duty, natural disaster, divorce	Documentation that supports the situation

ACHIEVING SATISFACTORY PROGRESS (to be completed by student)

Specify the steps that you have/will take(n) toward achieving Satisfactory Academic Progress. **BE BRIEF**, submit no more than a one page **TYPED** statement and provide any supporting documentation that supports your actions toward academic success. Supporting documentation may include signed letters, on professional letterhead, which state your ability to continue your education at VSU successfully or that your situation or circumstance is no longer a factor in your continued academic progress. Statements may be from sources such as (but not limited to): physicians, counselors, therapists, VSU ACCESS Office, and/or VSU Student Success Center.

PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM AND ATTACH ALL DOCUMENTS IN SUPPORT OF YOUR PETITION
