

VIRGINIA HIGHLANDS COMMUNITY COLLEGE
Satisfactory Academic Progress Appeal Form
2014-2015 AWARD YEAR

Name _____ EMPL ID # _____ (Required)
Phone Number _____

Please check the category that applies to you and follow the instructions for that category.

___(1) **Death in the Immediate Family.** Immediate family means parents, spouse, brother, sister, dependent child.
Attach a photocopy of the death certificate and complete the following information:

Name of deceased _____
Relationship to you _____

___(2) **Illness/Injury/Medical Condition.** You (the student), your spouse, or your dependent children were injured or ill for an extended period of time. *Attach a copy of statement from your physician and complete the following information:*

Nature of illness/injury/medical condition _____
Dates of illness/injury/medical condition _____

___(3) **Better Grades.** After the loss of financial aid eligibility, I have completed 6 or more semester credits at VHCC without any additional W, X, F, U, I or missing grades and received at least a 2.0 GPA.

___(4) **Completed fewer than 67% of credits that you have attempted.** Attach document explaining unusual circumstances regarding non-completion of hours attempted.

___(5) **Exceeded 150% Time Frame for completing degree.** Attach documents and Academic Progress Plan explaining unusual circumstances regarding non-completion of degree and a list of classes required to complete current degree.

___(6) **Other.** Appeals that will be considered are those that involve abuse, arrest, incarceration, or other unexpected circumstances beyond the control of the applicant. *Complete documentation must be attached.*

Nature of the unexpected circumstance _____
Date of the unexpected circumstance _____

By signing this form, I certify that the information on this form is truthful and accurate

Signature _____ Date _____

Documentation: No appeal will be approved unless documentation is attached which supports this appeal. Print your name and VHCC EMPL ID number on all attachments. If documentation is not attached, you must make an appointment with the Financial Aid Officer.

If this appeal is approved and your financial aid is reinstated, it will not be retroactive to any term when these standards were not met. If approved, you must maintain satisfactory academic progress from reinstatement.

VHCC Financial Aid Office Use Only

Approved _____ Disapproved _____ Date _____

Requirements: _____

