

## SATISFACTORY ACADEMIC PROGRESS APPEAL

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Email: \_\_\_\_\_

If you plan to attend and wish to appeal for aid, please complete the following: On what basis are you submitting this appeal? Please indicate by checking one of the circumstances below:

- ☐ Illness/Injury/Medical Condition
- ☐ Death in immediate family (includes parent, spouse siblings, or dependent children)
- ☐ Other circumstances directly affecting academic performance

**1. Please attach a separate sheet that explains the premise for your appeal.**

Your statement should include details of the circumstances that resulted in your inability to maintain minimum Satisfactory Academic Progress (SAP) standards as well as details regarding your plan to ensure meeting SAP standards by the end of the term. You will also need to include any supporting documentation. **Appeals submitted without an attached statement of explanation and relevant supporting documentation will not be processed.**

**2. Please meet with your academic advisor and get a copy of your degree plan to submit with your appeal.**

Please submit this form, your explanation, and all documentation to  
[financialaid@viterbo.edu](mailto:financialaid@viterbo.edu)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_