

2021-2022  
**SATISFACTORY ACADEMIC PROGRESS  
APPEAL FORM**

Students may appeal the loss of their financial aid eligibility if it was caused by unusual mitigating circumstances. These circumstances include, but are not limited to, sudden illness of the student or an immediate family member, death of immediate family member, or other unusual circumstances.

Once this appeal form has been completed, please submit it to the financial aid office with your supporting documentation. Appeals submitted **without** supporting documents will be **denied**. Students may **only** submit **ONE** Satisfactory Academic Progress (SAP) appeal during their time at John Tyler Community College.

**Section A: Student Information**

Last Name

First Name

M.I.

Student ID Number (EMPLID)

Social Security Number

@email.vccs.edu

Phone Number

Student Email Address

Please check the term you would like to utilize the appeal (**CHOOSE ONE TERM ONLY**)

Fall 2021

Spring 2022

Summer 2022

**Section B: Reason for Failure**

67% Rule (Completion Rate)

G.P.A. (Grade Point Average)

150% Rule (Maximum Time Frame)

**This appeal is based on the situation(s) checked below:**

Personal illness or illness of an immediate family member. (Please attach statement from a family physician attesting to the medical condition).

Death of an immediate family member. Relationship: \_\_\_\_\_ Please attach a copy of the obituary or death certificate.

Other unusual mitigating circumstances. Please provide a written explanation and supporting documents - i.e. court records, police reports, letter from counselor or another unbiased third party, etc.

Have you successfully completed one degree/certificate at John Tyler Community College and are now attempting another?

Yes - Please provide a written explanation of your intent in pursuing an additional degree/certificate program. **Any course(s) you enroll in that are not listed on your Advisement Transcript will require written approval from your advisor.**

No - Unfortunately, an appeal may not an option for regaining your financial aid eligibility.

\*\* Issues with instructor(s)/course(s), job conflicts, transportation problems, or childcare conflicts **DO NOT** constitute as unusual mitigating circumstances and will not be considered.



Name: \_\_\_\_\_

EMPLID: \_\_\_\_\_

**Section D: By signing, you are indicating that you have read and understand the information below.**

- I understand that decisions on appeals are processed on a case-by-case basis.
- I have read the JTCC SAP policy and understand why I am not making satisfactory academic progress.
- I understand that appeals turned in without supporting documents will be denied.
- If approved, I will be expected to:
  - Achieve at least the minimum 2.0 semester grade point average from the approved semester forward.
  - Successfully complete 70% or more of the courses attempted from the approved semester forward.
  - Only enroll in courses required for my degree or certificate program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

For Office Use Only

\_\_\_\_\_  
Committee Comments

\_\_\_\_\_  
Committee Decision

Approved		Denied	
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Office of Financial Aid • 13101 Jefferson Davis Highway Chester, VA 23831  
 JTCC Support Center 1-855-874-6684

For your convenience, completed documents can be uploaded using the "Create Ticket" feature via [mysupport.jtcc.edu](http://mysupport.jtcc.edu).  
*Please note: Electronic Signatures are not accepted at this time. You must sign all documents before uploading.*