VirginiaTech
Invent the Future

Office of University Scholarships and Financial Aid
0910_RAPAPP_06.12.09_1/1

2009-2010
Reasonable Academic Progress (RAP) Appeal

Student ID Number: _____ Email: _____

Student's
Full Legal Name: _____ , _____
(**Please print clearly**) **last** **first** **middle**

Appeal Deadlines:

Students who have been awarded financial aid must submit a **complete RAP appeal** (including all requirements listed below) within **30 days** of the initial RAP failure notification or all awarded financial aid will be **canceled**. The appeal must be approved to keep awarded aid. Late appeals, even if approved, will likely result in a loss of financial aid.

Students not currently awarded aid must submit a **complete RAP appeal** (including all requirements listed below) within **30 days** of the initial RAP failure notification. The appeal must be approved to be considered for aid.

No appeals for fall aid will be considered after **November 9, 2009.**
No appeals for spring aid will be considered after **April 5, 2010.**

All appeals must include the following items:

- ❑ **This coversheet** - signed and completed
- ❑ **Signed letter from you, the student**, including the following information:
  1. Describe the circumstances that caused you to not meet RAP standards
  2. The actions you are taking to regain RAP standards
  3. The specific steps you will take to ensure you will meet RAP standards for subsequent terms
- ❑ **A statement from your academic advisor** evaluating your ability to continue in your program of study

Additional requirements for the advisor statement if you meet either of the conditions below:

- ❑ **Undergraduate students exceeding 150% credit rule -** a written statement from your academic advisor or other college official indicating the number of remaining credits needed to meet the program requirements and how long it should take you to complete the requirements.
- ❑ **Graduate students exceeding 150% credit rule-** a copy of your plan of study along with a written statement from your department chair indicating he/she has reviewed and/or revised the plan of study and how long it should take to complete the program requirements.

Any items sent by **email** should be sent to finaid@vt.edu with **RAP Appeal** in the subject line.

The RAP Appeal Committee will meet regularly to consider RAP Appeals, and welcomes any supporting documentation. After the committee has rendered a decision, you will be notified via email.

Indicate which term(s) you wish to be awarded should your appeal be approved:

❑ **Fall Term Only** ❑ **Both Fall and Spring Terms** ❑ **Spring Term Only**

Student Certification:
I certify that I have read the RAP Policy available at http://www.finaid.vt.edu/appeals/rap/policy.html. I further certify that I have read the RAP appeal requirements above and that my appeal contains all required documentation.

Student's Signature _____ **Date** _____