



SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL PROCESS

This information applies to students whose financial aid has been suspended due to not meeting the University of Lynchburg's Satisfactory Academic Progress (SAP) standards. More detail is available on our [website](#).

Federal regulations require the University to monitor the academic progress of all students receiving financial aid (grants, loans, and work-study, etc.). Unfortunately, your current academic standing does not meet the minimum requirements for continued aid eligibility.

What does this mean?

You are currently ineligible to receive financial aid for future semesters until your academic performance improves and meets the SAP standards. These standards include maintaining a minimum cumulative GPA and completing a sufficient percentage of your attempted coursework.

What can you do?

You have the right to appeal this suspension. To do so, you must submit a SAP Appeal that includes the following:

- 1. Personal Statement:** A detailed explanation of the circumstances that led to you not meeting the SAP standards. This statement should also clearly outline what has changed in your situation to ensure these circumstances are resolved and will not hinder your academic success moving forward.
- 2. Supporting Documentation:** Documentation that supports the claims made in your personal statement. Examples of acceptable documentation include:
 - Medical documentation from a healthcare provider explaining a significant illness or injury, that has now stabilized or been resolved.
 - Documentation of a death or serious illness in the immediate family.
 - Evidence of significant changes to your academic support system (tutoring, mentoring, etc.).
 - Documentation of resolving personal challenges that impacted your academic performance.

How to Submit Your Appeal:

You can securely upload your SAP Appeal and supporting documentation through your MyHive student portal.

- Log in to [MyHive](#)
- Navigate to the Financial Aid section.
- Follow the prompts for outstanding requirements to submit your appeal.

Important Notes:

Submission Deadline: Early submission is preferred, but final deadline is the 1st Monday in the 2nd month of the semester:

- Fall semester 1st Monday in September,
- Spring semester 1st Monday in February,
- Summer 1st Monday in July.

Incomplete Appeals: Appeals submitted without a personal statement or supporting documentation will not be considered.

Appeal Review: A committee will review your appeal and make a decision regarding your financial aid reinstatement. You will be notified of the committee's decision via email.

We understand that this may be a challenging time, and we encourage you to take advantage of the appeal process.

If you have questions, please contact our office at 434.544.8210 or solutionscenter@lynchburg.edu.