VAAE - PAS - 02 (11/2014)

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| Office of the Dean of Academic Affairs | | | | | | | | | | | | | | | | | | | | | **SATISFACTORY ACADEMIC PROGRESS**  *UNDERGRADUATE LEVEL*  **APPEAL REQUEST** | | | | | |
| Identification Number | | | | | | | | | | | | | | | | | |  | **First Name** | |  | **Father’s Surname** | | | **Mother’s Maiden Surname** | |
|  |  |  | |  | |  | |  | |  | |  | |  | |  |  |  | | | | | | | | |
| Campus/ Academic Unit | | | | | | | | | | | | | | | | | | Home Address | | | | | | Mailing Address | | |
| Home Telephone | | | | | | | | | | | | | | | | | |
|  |  |  |  | |  | |  | |  | |  | |  | |  |  |  |
| Mobile Phone | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  | |  | |  | |  |  |  | |  |  |  | E-mail | | | | | | | | |
|  | |  | |
| Type of appeal: □ Loss of eligibility for financial aid □ Academic dismissal | | | | | | | | | | | | | | | | | | | | | | Indicate the academic year: | | | | |
| Check (√) the academic term for which you are appealing.   * First semester □ Second semester □ First trimester □ Second trimester □ Third trimester * First bimester □ Second bimester □ Third bimester □ Fourth bimester | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Check (√) the circumstance(s) that prevented you from achieving satisfactory academic progress.   * Death of an immediate family member □ Loss of employment □ Recent illness or accident □ Divorce * Illness or accident in immediate family □ Other circumstances. Explain: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Explain how the afore checked circumstances affected your academic progress. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Explain what adjustments you will make to successfully continue with your studies. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Along with this appeal, you must include the **Academic Agreement** which you must have discussed with an academic advisor or professional counselor and which must be signed. Th.is **Academic Agreement** will include the courses in which you will enroll in the following terms to meet the grade point average (GPA) required by your program of study and the 66.67% completion rate (pace) established in the Satisfactory Academic Progress Norm for undergraduate programs. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: | | | | | | | | | | | | | | | | | | | Student's Signature: | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FOR USE BY APPEALS COMMITTEE** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Program of Study: | | | | | | | | | | | | | | | | | | | | | General GPA required by program of study: | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | Completion rate / pace (approved credits / attempted credits): | | | | | |
| The student explained the reasons that prevented him/her from achieving satisfactory academic progress.  □Yes □ No | | | | | | | | | | | | | | | The student explained the changes in his/her circumstances that will allow him/her to achieve satisfactory academic  progress. □Yes □ No | | | | | | The student presented the Academic Agreement signed by his/her academic or professional counselor.  □Yes □ No | | | | The student will be able to achieve satisfactory academic progress if he/she complies with the Academic Agreement.  □Yes □ No | |
| □ Appeal granted □ With financial aid □ Without financial aid | | | | | | | | | | | | | | | | | | | | Date: | | | □ Appeal denied | | | Date: |
| **SIGNATURES OF COMMITTEE MEMBERS** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dean of Academic Affairs or representative | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| Dean of Students or representative | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| Director of Financial Aid or representative | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| Professional Counselor | | | | | | | | | | | | | | | | | | | | |  | | | | | |

□Apprised

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of the Chief Executive Officer | | |  | Date |
| **ORIGINAL - REGISTRAR'S** | **COPY - STUDENT** | **COPY - FINANCIAL AID** | **COPY - GUIDANCE AND COUNSELING** | **COPY - DEAN OF ACADEMIC AFFAIRS** |