



Office of Financial Aid
and Scholarships

Satisfactory Academic Progress GPA and Pace Appeal Form

738 S Mason Street, MSC
3519 Harrisonburg, VA 22807
(540) 568-7820 Phone
(540) 568-7994 Fax
finaid_sap@jmu.edu

Introduction:

Your academic record tells part of your story...but not all of it. This appeal is your opportunity to help us understand who you are and what happened. We know that life circumstances, challenges, and unexpected events can affect your academic progress, and we want to hear from you.

In this process, we encourage you to share your experience honestly and thoughtfully. What impacted your performance, what has changed since then, and how you plan to move forward. Our goal is not just to review your eligibility, but to better understand your path and support your success.

2026-27 SAP Appeal Deadlines:

- Summer 2026 – Monday, July 6, 2026
- Fall 2026 – Monday, August 31, 2026
- Spring 2027 – Monday, February 1, 2027

Resources for you:

- SAP policy: <https://www.jmu.edu/financialaid/learn/sap/index.shtml>
- Support Services (available to all students): <https://www.jmu.edu/financialaid/files/sap-infographic.pdf>
- Academic Student Services website: <https://www.jmu.edu/acstudserv/index.shtml>
 - If you are on Academic Suspension, there is a separate appeal process for continued enrollment at JMU.

Tips for a Strong Appeal:

- Be honest and specific
- Take responsibility where appropriate
- Describe the steps you've taken to succeed moving forward
- Provide relevant supporting documentation

What Happens Next:

- You will receive an email from our office when your appeal has been received.
- Complete appeals generally take 1-2 weeks to review depending on volume.
- You will be notified of the decision via email
 - If approved, your aid may be reinstated with conditions designed to help you improve.
 - If denied, financial aid cannot be offered at this time, but many students are able to regain eligibility in a future semester. If you decide to remain enrolled, [payment plans](#) may be available as well as options for a [private loan](#) from a lender not requiring students to meet SAP.

Student Support Statement:

We understand that the circumstances affecting your academic progress may involve personal, sensitive, or potentially traumatic experiences. Sharing this information can be difficult, and we want to acknowledge the courage it takes to do so. Please know that you are not required to disclose more than you are comfortable sharing. If you find it challenging to write your appeal or to put your experiences into words, support is available.

If help is needed, please contact our office for guidance. We can talk through your situation, help you understand your options, and explore alternative ways to complete the appeal process that feel more manageable for you.

Our goal is to support you through this process with respect, empathy, and care.



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Please complete the following steps:

Student Name:	ID Number:	Email:
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You may use this template to guide your appeal. The boxes will expand as you type. Use as much space as you need.

Step 1: Explanation of Circumstances

Please describe the situation that affected your academic performance. Examples may include mental health challenges, medical issues, family emergencies, trauma, personal hardship, etc.

Example statement: *"During the semester, I experienced a significant mental health crisis that made it difficult to attend classes or complete assignments. I was later diagnosed with [condition] and began treatment."*

Step 2: Plan for Academic Recovery

Explain how your situation has changed and what steps you've taken/plan to take moving forward. Examples may include counseling/therapy, reduced course load, academic support/tutoring, time management strategies, etc.

Example statement: *"I am now working with a therapist weekly and have registered with Disability Services for academic accommodations."*

Step 3: Supporting Documentation

Let us know what documentation you are providing and if it will be arriving separately. Examples of documentation can include:

- Letter from a counselor, therapist, or doctor
- Medical/hospital records
- Obituary or copy of a death certificate
- Police or legal documentation
- Letter from a caseworker or advocate
- Letter from a professor or advisor

Optional Step: Additional Support Needed

Let us know if you need help accessing resources like counseling, housing, food, academic support, etc.

Step 4: Sign and Submit Appeal Form

- Mail, fax, or deliver your completed appeal to our office.
- Email is also acceptable (finaid_sap@jmu.edu) if you are comfortable sharing your information electronically.

I certify that the above statements are an accurate description of my extenuating circumstances.

Name

Student ID

Signature

Date

Office Use Only

Appeal Granted Summer Fall Spring Year: _____ Appeal Denied

Signature: _____ Date: _____

Comments: