



The SAPAC meeting is held on the 2<sup>nd</sup> Tuesday of every month. This form must be submitted to the Financial Aid Office no later than the **Friday** before the committee meets. Results will be posted to your Pirate Portal status tab by the Friday after the meeting and a letter sent to your college email address.

## **STATE EXEMPTION AND WAIVER APPEAL APPLICATION**

You have been denied a state exemption or waiver for not meeting the requirements of Victoria College's Satisfactory Academic Progress (SAP) Guidelines. Your cumulative grade point average is below 2.0. Texas Education Code 54.2001 requires a student receiving a state exemption or waiver to meet the institution's minimum grade point average requirements for making Satisfactory Academic Progress for receiving financial Aid.

***If this application is INCOMPLETE, it will not be reviewed***

Student Name: \_\_\_\_\_  
VC Student ID V#: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Currently Enrolled: YES NO (Circle one)      Semester Appealing for: Fall Spring Summer (Circle one)

### **Required: Attach the following documents for all appeals:**

1. All unofficial college transcripts (Pirate Portal)
2. A Degree Plan listing the classes still needed at VC, signed by a VC academic advisor.

Have you received a formal acceptance letter into one of the Associate of Applied Science Programs?

Yes      No

If yes, which one? \_\_\_\_\_ (please attach copy of acceptance letter)

Please explain to the committee what circumstances have led to your current suspension status (submit any relevant documentation such as death certificate, medical information, etc.):

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Please explain what has changed in your situation that will allow you to make SAP:

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I understand that an email will be sent to my Pirate Portal email address to notify me of the Committee's decision: \_\_\_\_\_ (initial here)

I understand that if I do not meet the requirements of this Academic Plan, I will no longer be eligible for state exemptions and/or waivers: \_\_\_\_\_ (initial here)

***I understand that decisions are made on a case-by-case basis. I have read the Satisfactory Academic Progress Guidelines. If approved, I will be expected to make academic progress in the semester for which my appeal has been approved.***

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_