



Student Name: \_\_\_\_\_ WIN #: \_\_\_\_\_

-- Please Print Legibly in Black Ink Only--

**ACADEMIC PROGRESS APPEAL FORM**

The Federal Government requires that students who receive financial aid make satisfactory academic progress towards their degree. A review occurred indicating you did not meet one or more of the standards of academic progress and are not eligible for financial aid. You may appeal your current status and have your financial aid eligibility reconsidered by following the below steps:

**DIRECTIONS:**

If you wish to appeal your current status and have your financial aid eligibility reconsidered, you should do the following:

1. Complete both pages of this appeal form;
2. **Attach a detailed explanation of your circumstances;**
3. **Obtain and attach relevant supporting documentation;**
4. Indicate your name and WIN # on the top of all attachments; and,
5. Submit this form and documentation at least 30 days prior to the end of the first semester/term for which you are requesting reinstatement of your financial aid.

\* APPEALS SUBMITTED WITHOUT REQUIRED DOCUMENTATION WILL BE RETURNED TO YOU AS DENIED. \*

We will determine whether your circumstances warrant a period of probation or whether you will be required to meet the minimum standards before reinstatement. *Financial Services Specialists will review your appeal based on the documentation submitted and notify you of the results through your WMU email account.*

**Please check the applicable reason:**

- I have experienced a significant medical illness or injury that directly affected my ability to meet the academic standards. \*
- ✓ *Attach a detailed explanation of the situation, including its severity, length of time and how the occurrence specifically affected your schoolwork. Include supporting documentation (i.e. doctor's statement, hospital bills, etc.)*

\*Note: If your appeal was approved and the basis of your appeal was related to a chronic medical condition, an appeal in future years may not be approved.

- There was a death of a close relative or friend and this directly affected my ability to meet the academic standards.
- ✓ *Attach a detailed explanation noting the how the death specifically affected your schoolwork and the deceased person's name, their relationship to you, the time period. Include supporting documentation (i.e. obituary, funeral notice, etc.)*

(continued on next page)

Student Name: \_\_\_\_\_ WIN: \_\_\_\_\_

**-- Please Print Legibly in Black Ink Only --**

**Please check the applicable reason (continued):**

- I have experienced a significant personal tragedy or event in my life that directly affected my ability to meet the academic standards.  
✓ *Attach a detailed explanation noting the circumstances and how the occurrence specifically affected your schoolwork. Include supporting documentation (i.e. letter on letterhead from a counselor, minister, etc.)*
  
- I have now passed enough classes and meet the minimum Satisfactory Academic Progress standards.  
✓ *NOTE: No supporting documentation is necessary for this category. A Financial Services Specialist will verify that you meet current Satisfactory Academic Progress by reviewing your transcript of classes taken at WMU. Note: any classes for a current semester will not be considered with this appeal.*
  
- I have exceeded the limit for “maximum hours attempted” for my undergraduate degree program because I changed my major and/or degree program.  
✓ *Attach a written statement indicating when and why you changed your program of study, the program you were previously in, the program you are currently in and the number of credits you have remaining to complete your current program. Include supporting documentation from your academic advisor verifying your current program and the remaining number of hours needed to complete the program.*
  
- I have earned my undergraduate degree and am now enrolled in a graduate program.  
✓ *NOTE: No supporting documentation is necessary for this category. A Financial Services Specialist will verify your degree status.*
  
- Other significant event or situation that affected my ability to meet the academic standards.  
✓ *Attach a detailed explanation noting the circumstances and how the occurrence affected your schoolwork. Include supporting documentation.*

To the best of my knowledge, all of the information on this form and its attachments are complete and correct. **Note: Please include your name and WIN on the top of all attachments.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

E-Mail Address \_\_\_\_\_@wmich.edu Daytime Phone #: (\_\_\_\_)\_\_\_\_\_

Mailing Address \_\_\_\_\_

**Please mail documents to: Western Michigan University, Student Financial Aid  
1903 West Michigan Avenue, Kalamazoo, MI 49008-5337**