ACADEMIC PROGRESS APPEAL

A recent review of your academic history indicates you did not meet one or more of the standards of satisfactory academic progress (SAP) and are not eligible for financial aid. You may appeal to have your eligibility reconsidered. For information about the SAP policy, visit http://www.wmich.edu/finaid.

The appeals process is an opportunity to present your reasons for poor academic performance, and your plan for getting back on track. This should not merely be a statement of good intentions. Use your smartphone to scan the QR code at right to get helpful tips on completing your appeal.

DIRECTIONS:
If you wish to appeal your current status and have your financial aid eligibility reconsidered, you must complete Parts I, II and III of this process. You must include your name and WIN at the top of all documents. Incomplete appeals will NOT be considered.

Part I
Reason for financial aid ineligibility (check all that apply):

☐ 1. I have not completed 67 percent of the credits I have attempted
☐ 2. I have reached the maximum hours attempted for my program
☐ 3. I am a junior or senior and do not have a cumulative GPA of at least 2.0

Last semester attended (please include year): ____________
Term for which aid reinstatement is requested: ____________

Review your entire academic history for non-passing grades such as E, X, I and W. Write a statement explaining why you did not make SAP. Attach additional sheets as needed:

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Part II
Write a statement about what has changed, including resources you have or will use to become successful. Attach additional sheets as needed:

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Part III
Attach documentation from a third party that supports your appeal. Documentation must be specific and support your reason for not making SAP and your plan to get back on track. If you are over maximum attempted hours, include a graduation audit. Common types of documentation include letters from parents, therapists, doctors, academic advisors, professors, tutors or employers, a copy of an obituary, or a revised work schedule.

Appeals without documentation will not be considered.
Include your name and WIN on all documents.

To the best of my knowledge, all of the information provided with my appeal is complete and correct.

Student’s Signature_________________________________________________________ Date_____________________

This appeal is for financial aid purposes only.
Please note: incomplete appeals will not be considered. Did you submit both pages of the appeal form as well as your supporting documents? See the complete SAP policy online at http://www.wmich.edu/finaid/fact-sheets.html#sap.
Return your completed form to Bronco Express on the lower level of the Bernhard Center, or mail. Be sure to include your name and WIN on all pages. Missing information may delay the processing of financial aid.