



**Office of Student Financial Aid**  
Ph: (937) 708-5727  
Fax: (937) 708-4827  
eCounselor@wilberforce.edu

Wilberforce University  
2015 – 2016 Satisfactory Academic Progress Appeal Form

According to federal regulations, Wilberforce University's Office of Student Financial Aid is required to review the academic progress of students receiving federal financial funds. The review process evaluates whether a student is "making measurable progress toward completion of their course of study in order to continue receiving federal assistance." All credit hours attempted, since the first semester or enrollment, at an institution must be included whether or not financial aid was utilized.

The following programs are affected when a student is not in compliance with the Standards of Satisfactory Academic Progress (SAP) Policy: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, Federal Perkins Loans, Federal Direct Stafford Loan, Federal Direct Parent Loan for Undergraduate Students (PLUS), Wilberforce University Scholarships, and State Aid.

The Office of Student Financial Aid reviews student progression at the end of the academic year (at the conclusion of the summer semester), which will include all periods of enrollment, including semesters during which no financial aid was received.

**Section I: Applicant Information (Please Print)**

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

Wilberforce ID Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please indicate the semester for which the appeal is to be considered:

Select One	Semester	Appeal Deadline
_____	Fall 2015	September 1, 2015
_____	Spring 2016	February 1, 2016
_____	Summer 2016	June 1, 2016

I am submitting an appeal for one of the following reasons (select only one):

_____ Death in Immediate Family (Documentation Required)	_____ Illness or Injury (Documentation required)
_____ Other Mitigating Circumstances (Documentation Required)	_____ Maximum Time Frame (Approved Graduation Plan)

Please explain, in your written appeal, the circumstances that affected your academic performance and/or prevented you from meeting the 67 percent completion rate. Providing applicable documentation regarding your appeal statement(s) as support is favorable to your appeal and may not require follow-up from the appeal committee.

## **Section II: Acceptable Forms of Documentation**

Documentation provided for satisfactory academic progress appeals must confirm that the situation directly affected the semester you are using as the basis for your appeal. Documentation of situations that do not impact the semester in question will not be considered in support of your appeal.

<b>Reason for Appeal</b>	<b>Verifiable Information</b>
Signification trauma in student's life that impaired the student's emotional and/or physical health. Provide detailed explanation regarding the specific circumstances of the trauma.	Documentation from a third party such as a psychiatrist, physician or police report. The statement from the psychiatrist or physician should include the following: (1) The approximate dates and duration of the illness, (2) whether it was severe enough to impact the student's coursework, and (3) how it has changed so that the student can now be expected to be successful.
Serious illness or injury to student or family member that required extensive recovery time.	Documentation from a physician giving the dates of the illness or injury and confirming that it would have kept the student from completing their coursework, as they were the primary caregiver. If it is a chronic condition, documentation also needs to show how the situation has changed to allow the student to make SAP.
Death of a family member during the semester	A copy of the death certificate, obituary, or order of service from the funeral.
Other unexpected circumstances beyond the control of the student, as explained on this form.	<ul style="list-style-type: none"><li>✓ A police report;</li><li>✓ Legal documentation such as a divorce decree or custody decree;</li><li>✓ An eviction notice; and/or,</li><li>✓ A copy of a military activation letter.</li></ul>

Please note that the Financial Aid Appeals Committee will review your academic record. Those who failed the Maximum Time Frame standard will also need to submit an approved and signed Graduation Plan.

If your appeal is denied, or you fail to adhere to your academic plan, you will remain on Financial Aid Suspension. You will also be responsible for paying your tuition and fees without financial aid until you meet Academic Progress standards or can appeal based upon a different reason and documentation.

**THE DECISION OF THE FINANCIAL AID APPEALS COMMITTEE IS FINAL.**

Please complete all applicable fields. An incomplete academic plan could negatively affect the committee's decision.

Please list the courses in which the student plans to enroll for this academic year/term:

[illegible]

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**Section IV: Student Certification**

I hereby certify that all the information provided on this form is true, complete and correct to the best of my knowledge. If asked by an authorized official, I agree to provide proof of the information that I have given on this form. I understand that it is a federal crime to purposely give false or misleading information, and may be subject to a fine, imprisonment, or both. I have read and understood the information above regarding the status of my appeal.

Student Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**BE SURE TO KEEP A COPY OF THIS ENTIRE FORM AND ALL DOCUMENTATION FOR YOUR RECORDS.**

Please return the form via regular mail, email, and/or fax to:

**Wilberforce University**  
Office of Student Financial Aid  
1055 North Bickett Road  
Post Office Box 1001  
Wilberforce, OH 45384-1001  
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