



TERM	PRIORITY DATE TO SUBMIT	DEADLINE
Summer 2016	May 27, 2016	June 17, 2016
Fall 2016	June 24, 2016	September 16, 2016
Spring 2017	December 2, 2016	February 17, 2016

2016-2017 Satisfactory Academic Progress Appeal Form

Student's Name (Last, First, MI)

myWSU ID Number

Phone Number

Student's Address

City, State, Zip

WSU Email Address

Check the semester for which you are submitting your appeal: Summer 2016 Fall 2016 Spring 2017

Is this your first SAP appeal? Yes No If No, when was your last appeal? _____ 20_____

Check your admission level: Undergrad/1st Bachelor's Undergrad/2nd Bachelor's Graduate/PhD/Master's

Anticipated date of graduation: _____

INSTRUCTIONS >>>

1 Select the reason(s) for your appeal >>>

- Grade Point Average: My GPA is below the minimum requirement (2.00 Undergraduate, 3.00 Graduate).**
 - My current GPA is _____.
 - **Undergraduate Student:** I commit to earning a minimum of a 2.00 GPA each semester until my cumulative GPA meets or exceeds 2.00. I will earn a cumulative 2.00 by the end of the _____ 20_____ term.
 - **Graduate Student:** I commit to earning a minimum of a 3.00 GPA each semester until my cumulative GPA meets or exceeds 3.00. I will earn a cumulative 3.00 by the end of the _____ 20_____ term.
 - **Meet with an academic adviser to complete page 3.** List courses that may help you improve your cumulative GPA. This may include any courses that you are required to retake. **An academic adviser's signature is required.**
- PACE-Completion Rate: My cumulative completion rate is below 67%.**
 - My current pace rate is _____ and I need _____ hours to meet the 67% completion rate.
 - **Meet with an academic adviser to complete page 3.** List the number of credit hours you intend to take each semester in order to get your pace back to the 67% completion rate. If your suspension letter does not include the number of credit hours you will need to achieve the 67% completion rate, please contact the Office of Financial Aid to speak with a Financial Aid Counselor to determine the hours you will need. Please keep in mind that you must complete all of the credit hours you enroll in if your appeal is approved. **An academic adviser's signature is required.**
- Maximum Timeframe: I have exceeded 150% of the credits required for my program of study.**
 - I need _____ hours to graduate.
 - **Meet with an academic adviser to complete page 3.** Indicate the courses and credit hours you are required to complete to graduate. **An academic adviser's signature is required.**

2 Explain your extenuating circumstances (A typed statement is required) >>>

→ Write a detailed explanation of the circumstances that prohibited you from meeting SAP. (If this is your 2nd or subsequent appeal, your circumstances must be different from your previous appeal).

→ What steps have you or will you take to address the circumstances that prohibited you from meeting SAP and how you will manage similar circumstances in the future?

3 Attach Supporting Documentation (Supporting documentation is required) >>>

- Submit documentation or supporting letters to confirm your circumstances (e.g., letter from physician or counselor, medical bills, death certificate, military orders, court documents).

4 Complete an Academic Plan >>>

- **Please complete page 3 of the SAP Appeal Form.**
- An academic plan shows what additional courses you must take to graduate and/or correct your SAP deficiency.

Submit your appeal form, supporting documentation, and academic plan to the WSU Office of Financial Aid. Incomplete applications will not be considered. Appeals will not be accepted via email.

- **Please allow 2-3 weeks for processing. Processing cannot begin until all requested documentation has been received.**
- **Satisfactory Academic Progress documents submitted July 1, 2016 - September 1, 2016 and December 1, 2016 - February 1, 2017 could take up to four weeks for review and awarding of aid.**

SIGNATURE AND AFFIRMATION >>>

By submitting this petition, I certify that the information contained on this petition is correct to the best of my knowledge. I understand that I am responsible for meeting payment deadlines while waiting on an appeal decision and approval of my appeal is not guaranteed. I acknowledge that decisions on appeals are made on a case-by-case basis and the decision of the Satisfactory Academic Progress Committee and/or the WSU Office of Financial Aid is final. I have read the WSU Satisfactory Academic Progress which is available online at www.wichita.edu/sappolicy. I understand that if my appeal is approved, my academic progress will be reviewed on a semester basis and my failure to meet the conditions of my approved appeal with result in the loss of my financial aid eligibility. I also must meet all other federal aid requirements.

Student's Signature

Date

Digital signature cannot be accepted.

<p>Warning: If you receive student aid based on incorrect information, you may have to return it and/or pay fines and fees. If you purposely give false or misleading information on this form, you may be fined \$20,000, receive a prison sentence, or both.</p> <p>Affirmation: By signing above, I certify that all information I have submitted is accurate and verified with supporting documentation.</p>
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