



TERM	PRIORITY DATE TO SUBMIT	FINAL DEADLINE
Summer 2017	June 2, 2017	June 23, 2017
Fall 2017	June 30, 2017	September 15, 2017
Spring 2018	December 8, 2017	February 16, 2018

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 2017 Fall 2017 Spring 2018

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.
- 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.
- Maximum Timeframe: I have exceeded 150% of the credits required for my program of study.**
 - I need _____ hours to graduate.

2 Attach all of the following required documents (Incomplete appeals will not be considered by the Appeal Committee.):

- A) Typed Statement to Address the Following:**
 - 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 these circumstances, and how will you manage similar circumstances in the future?
- B) Supporting Documentation**
 - Submit documentation or supporting letters to confirm your circumstances (e.g., letter from physician or counselor, medical bills, death certificate, military orders, court documents)
- C) Complete an Academic Plan**
 - Meet with your academic adviser to complete page 3 of this form. (Academic adviser's signature is required).
 - An Academic Plan shows what additional courses and/or credit hours you must take to graduate and/or correct your SAP deficiency.
 - **If appealing for GPA:** List the courses that will help you improve your cumulative GPA. This may include courses that you are required to retake.
 - **If appealing for Pace:** List the number of credit hours you intend to take each semester in order to obtain the cumulative 67% completion rate. If your financial aid 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 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.
 - **If appealing for Maximum Timeframe:** Indicate the courses, credit hours, and semesters you are required to complete to graduate.

Please Continue to Page 2 >>>

3 Submit this appeal form, supporting documentation, and your academic plan to the WSU Office of Financial Aid. (Incomplete appeals will not be considered by the Appeal Committee.)

- ➔ Please allow up to 2 weeks for processing. Processing cannot begin until ALL requested documentation has been received.
- ➔ Appeals and/or documentation submitted in July, August, or January may take up to 4 weeks to process, and your aid (if approved) may be delayed.

SIGNATURE AND AFFIRMATION >>>

By submitting this appeal, I certify that the information contained on this appeal 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 that the 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 at the end of each semester and that any 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 (Required)

Date

Digital signature cannot be accepted.

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.
Affirmation: By signing above, I certify that all information I have submitted is accurate and verified with supporting documentation.



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Satisfactory Academic Progress – Academic Plan

For examples of Academic Plans, visit www.wichita.edu/sapexamples

Student's Name (Last, First, MI)

myWSU ID Number

Date

Degree

Major

Anticipated Graduation Date

Semester/Year: _____/20____

Course Name	Cr. Hrs.
Total	

Semester/Year: _____/20____

Course Name	Cr. Hrs.
Total	

Semester/Year: _____/20____

Course Name	Cr. Hrs.
Total	

Semester/Year: _____/20____

Course Name	Cr. Hrs.
Total	

Semester/Year: _____/20____

Course Name	Cr. Hrs.
Total	

Semester/Year: _____/20____

Course Name	Cr. Hrs.
Total	

Student's Signature (Required)

Digital signature cannot be accepted.

Adviser's Signature (Required)

Date

Digital signature cannot be accepted.

Adviser's Printed Name

Adviser's Department