Meeting financial aid satisfactory academic progress (SAP) standards is a requirement for financial aid eligibility. If you do not meet SAP standards, you may submit an appeal requesting financial aid reinstatement consideration.

**HOW TO FILE AN APPEAL**

1. Complete the Satisfactory Academic Progress Appeal and Academic Action Plan form. Note: Use the STARS GPA Calculator to answer the form’s questions.
2. Attach a copy of your completed Degree Works degree worksheet/academic plan as required. If you are a graduate student attach your STARS plan of work and/or degree audit as required.
3. Attach a Student Improvement Plan signed by your advisor if the appeal is not your first.
4. Attach a one-page Explanatory Statement and supporting documentation

Submit all documents to the Office of Student Financial Aid. Include your Name and Student ID number on all documents.

**DEADLINES**

FALL 2016: Monday, October 31, 2016  
WINTER 2017: Monday, February 27, 2017  
SPRING/SUMMER 2017: Wednesday, July 5, 2017

Appeals must be reviewed before the end of the semester for which they are submitted. Financial aid cannot be reinstated retroactively for a prior semester.

**Satisfactory Academic Progress Standards**

The Satisfactory Academic Progress Policy is available on the financial aid website: wayne.edu/financial-aid.

Student academic progress is reviewed at the end of each semester. SAP review components are (1) cumulative grade point average (GPA), (2) courses completion percent (pace) and maximum time frame. Pace and the maximum time frame are measured in credit hours only whether enrollment is full- or part-time.

**Cumulative Grade Point Average (GPA):** 2.0 for undergraduate and PharmD programs; 3.0 for most graduate programs

**Pace of Progression (completion percentage):** At least 67% of all credit hours attempted must have successfully passing grades. The pace of progress is calculated by dividing cumulative hours that you successfully complete by the cumulative hours you have attempted.

**Maximum Time Frame:** Undergraduate and graduate students must complete a degree or certificate program within 150% of the average published program length measured in credit hours. Example:

If completing the degree requires 120 credit hours, the attempted credit hours must be 180 or less (120 credits x 150% = 180 credits)

**Appeal Decision Notification**

The decision concerning your appeal will be emailed to you and posted on Academica.
### Student’s First Name

### 9-digit WSU Student ID #

### Student’s Last Name

### Phone Number

Check only ONE semester for which this appeal applies:  Fall 2016  Winter 2017  Spring-Summer 2017

Check the box(es) beside the circumstances beyond your control that contributed to your unsatisfactory academic progress.

<table>
<thead>
<tr>
<th>Reasons for Appeal</th>
<th>Required Documentation</th>
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| Personal illness or injury | ATTACH a one-page explanation of what happened and what has changed. NOTE: Include your name and student ID number at the top of the page. The explanation must include:  
  - What happened and why the event(s) caused you to be unable to maintain satisfactory progress  
  - What has changed and what steps you have taken or will take to achieve and maintain satisfactory academic progress  |
| Personal crisis | |
| Illness of a family member | |
| Death in the family | |
| Other | |
| NOTICE: Lack of awareness of withdrawal policies and/or requirements for SAP and lack of preparation for college coursework are not acceptable reasons for an appeal. |

Is this your first SAP appeal? If no, your statement must include details about the circumstances that have changed since your last appeal, and you MUST attach a Student Improvement Plan signed by your advisor.

Original grade was lower than current changed grade

ATTACH (1) a complete Academic Action Plan and (2) an explanation stating (a) the semester the class was completed and (b) the date of completion.

### Academic Action Plan

If your GPA and/or your pace of academic progression (courses completion percent) is/are below the minimum

ATTACH your updated Degree Works academic plan. If you are a graduate student you can use STARS to create your plan of work.

COMPUTE and enter the results of your STARS GPA Calculator below.

My GPA will reach 2.0 or 3.0 by ____________ if I maintain ________ GPA per semester.  

My pace will reach 67% by ____________ if I pass ________ credits per semester, AND

My Total Attempted & Transfer credits will equal ______________

If you have exceeded the maximum SAP time frame

ATTACH your updated Degree Works degree worksheet. The degree worksheet must indicate what courses are needed to graduate. If you are a graduate student attach the STARS degree audit.

ATTACH your updated Degree Works academic plan. Your plan must indicate when you will take the required courses. Note: Financial aid can be used only to pay for courses required for your degree or eligible program. If you are a graduate students attach the STARS plan of work.

STATE your anticipated graduation date: ________________

NOTICE: Submission of an appeal form does not guarantee approval. If your appeal is approved, you will be on financial aid probation. You must follow your academic action plan to receive aid. If your appeal is denied, you are not eligible for financial aid. You must meet SAP standards to become eligible for financial aid.