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

2. Attach your promotion’s committee letter with the necessary steps for remediation and/or graduation.
3. 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

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

Satisfactory academic progress standards for students in the MD program

The Satisfactory Academic Progress Policy is available on the financial aid website: financialaid.med.wayne.edu/policies.php.

Student academic progress is reviewed at the end of each semester. Pace and the maximum time frame are measured in credit hours only whether enrollment is full- or part-time.

Minimum qualitative requirements: Satisfactory completion of all course requirements and examinations

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: School of Medicine (SoM) MD degrees generally require four years of coursework. Per SoM academic policy, attempted coursework must be complete within seven years.

Appeal Decision Notification

The decision concerning your appeal will be emailed to you and posted on Academica.

Satisfactory academic progress is monitored at the end of each academic year. Students who are not maintaining SAP will be placed in lose their eligibility to receive financial aid. As progress is measured annually, there is no warning semester. If you are denied aid, you may appeal. Outstanding grades may change or delay your SAP status decision.

If you submit a SAP appeal and it is approved, you will be put on Financial Aid Probation for the payment period. If you fail the satisfactory progress check after the end of the probationary period, you may only continue to receive aid if you are meeting the requirements of your academic plan.

If you are over the maximum time frame for program completion; financial aid can only be used to pay for courses required for your degree or eligible program.

The financial aid satisfactory academic progress policy is separate from the academic regulations at the School of Medicine.
# SAPMD

## 2016-17 Satisfactory Academic Progress Appeal & Academic Action Plan – MD program

<table>
<thead>
<tr>
<th>Student’s First Name</th>
<th>9-digit WSU Student ID #</th>
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</thead>
<tbody>
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<table>
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<tr>
<th>Student’s Last Name</th>
<th>Phone Number</th>
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</tbody>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>Personal illness or injury</td>
<td>ATTACH a one-page explanation of what happened and what has changed</td>
</tr>
<tr>
<td>Personal crisis</td>
<td></td>
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<tr>
<td>Illness of a family member</td>
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<tr>
<td>Death in the family</td>
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<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Is this your first SAP appeal?</th>
<th></th>
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<tbody>
<tr>
<td>If no, your statement must include details about the circumstances that have changed since your last appeal.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>If original grade was lower than current changed grade</th>
<th>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.</th>
</tr>
</thead>
</table>

## ACADEMIC ACTION PLAN

1. **ATTACH** your promotions committee letter that includes the necessary remediation steps.
2. **STATE** your anticipated graduation date:
   
   _____________ _____________
   
   MONTH and YEAR

## If are not meeting the satisfactory grade requirement and/or your pace of academic progression (courses completion percent) is/are below the minimum.

1. **ATTACH** your promotions committee letter with necessary graduation steps.
2. **STATE** your anticipated graduation date:
   
   _____________ _____________
   
   MONTH and YEAR

## If you have exceeded the maximum SAP time frame

1. **ATTACH** your promotions committee letter with necessary graduation steps.
2. **STATE** your anticipated graduation date:
   
   _____________ _____________
   
   MONTH and YEAR

**I agree to contact my counselor immediately if I need to revise my plan. I understand that I have the responsibility to meet with my counselor throughout the term to review my progress, and discuss any issues that may arise.**

**I agree to attend all classes, clerkships or rotations**

**I understand that it is my responsibility to follow the details of my promotions committee letter, my counselor’s instructions and attend all required orientations. Failure to meet Financial Aid Satisfactory Academic Progress (SAP) requirements may result in the loss of my financial aid eligibility.**

Student’s signature: ___________________________ 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.