Meeting financial aid satisfactory academic progress (SAP) standards is a financial aid eligibility requirement. Students who do not maintain SAP will lose their eligibility to receive financial aid. To request financial aid reinstatement consideration, an appeal can be submitted.

**HOW TO FILE AN APPEAL**

2. Attach a letter from your promotion committee that states the steps necessary 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. Print your name and student ID number on all documents.

**Note:** If your explanatory statement will disclose an incident of sexual violence or sexual harassment, access the WSU Office of the General Counsel Title IX website for information about WSU’s federal law mandated obligation to report the information to the University’s Title IX Coordinator for follow-up and possible investigation. If you would like to speak confidentially to a counselor for support, please contact WSU Counseling and Psychological Services at (313) 577-3398 or by visiting Suite 552 in the Student Center Building.

**DEADLINES**

All appeal documents must be submitted before the end of the semester for which they apply. Financial aid cannot be reinstated retroactively for a prior payment period.

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**Satisfactory academic progress standards for students in the MD Program**


Student academic progress is reviewed at the end of each academic year. Pace of progress (the percentage of courses completed) 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:** 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. School of Medicine (SoM) academic policies require completion of attempted coursework within seven years.

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**Appeal Decision Notification**

The decision concerning your appeal will be sent to your WSU email address and posted in Academica. Note: Outstanding grades may change or delay the decision.

If your SAP appeal is approved, you will be placed on Financial Aid Probation for the payment period. If your academic progress is unsatisfactory the end of the probationary period, you can continue to receive financial aid only if you are complying with the requirements of your Academic Action Plan.

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

The financial aid SAP policy is separate from the School of Medicine academic regulations.
# 2017-18 Satisfactory Academic Progress Appeal & Academic Action Plan – MD

## Student’s First Name

<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>
</tr>
<tr>
<td>Illness of a family member</td>
<td>The explanation must include:</td>
</tr>
<tr>
<td>Death in the family</td>
<td>- What happened and why the event(s) caused you to be unable to maintain satisfactory academic progress</td>
</tr>
<tr>
<td>Other</td>
<td>- What has changed and what steps you have taken or will take to achieve and maintain satisfactory academic progress</td>
</tr>
</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.

- Is this your first SAP appeal? If not, your statement must include details about the circumstances that have changed since your last appeal.

## 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

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

- If you have exceeded the maximum SAP time frame
   
   Please review the repeat coursework policy.

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 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 placed 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.