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 a copy of your completed Degree Works degree worksheet/academic plan 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.

*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**

FALL 2018: Monday, Oct 29, 2018  
WINTER 2019: Monday, Feb 25, 2019  
SPRING/SUMMER 2018: Monday, July 1, 2019

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](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)

In reviewing SAP appeals OSFA will consider the program time limitations as published in the bulletin. Appeals will not be considered beyond these limitations without documentation of an approved extension.

**Appeal Decision Notification**

The decision concerning your appeal will be sent to your WSU email address and posted in Academica.
2018-19 Satisfactory Academic Progress Appeal & Academic Action Plan

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 2018 ☐ Winter 2019 ☐ Spring-Summer 2019

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>NOTE: Include your name and student ID number at the top of the page.</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 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>
<tr>
<td>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.</td>
<td>Is this your first SAP appeal? If not, 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.</td>
</tr>
<tr>
<td>☐ Original grade was lower than current changed grade</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

COMPLETE the following. See your Academic Advisor if you need help with this section.

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.

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.

STATE your anticipated graduation date: ____________________________________________ SEMESTER and YEAR

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.