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 this Satisfactory Academic Progress Appeal and Academic Action Plan form.
2. Attach supporting documentation.
3. Attach a copy of your completed Degree Works academic plan as required.

Note: If you have exceeded the maximum timeframe for your degree or program your academic plan must also be locked in Degree Works or signed by your academic advisor. Graduate students who are violating timeframe need to submit the Plan of Work filed with their department.

*If this is not your first appeal, you must ALSO:*

4. Complete and submit the Student Improvement Plan – SAP Part 2 Form

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**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.

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**DEADLINES**

FALL 2020: **Monday, Oct. 26, 2020**
WINTER 2021: **Monday, Feb. 22, 2021**
SPRING/SUMMER 2020: **Monday, July 5, 2021**

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.

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**Satisfactory Academic Progress Standards**

The Satisfactory Academic Progress Policy is available on the financial aid website: [wayne.edu/financial-aid](http://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.
2020-21 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 2020  ☐ Winter 2021  ☐ Spring-Summer 2021

Reasons for Appeal
☐ Personal illness or injury
☐ Personal crisis
☐ Illness of a family member
☐ Death in the family
☐ Second degree
☐ 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.

Required Documentation
ATTACH a one-page explanation of what happened and what has changed AND supporting documentation of your situation

NOTE: Include your name and student ID number at the top of each document.

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

Note: If this is not your first SAP appeal, you MUST submit the Student Improvement Plan-SAP Part 2 Form.

ATTACH your updated academic plan. Use Degree Works to create your academic plan. The academic plan must include the courses that are needed to graduate.

If you have exceeded the maximum SAP time frame, your academic plan must also be locked in Degree Works or signed by your academic advisor.

STATE your anticipated graduation date: ____________________________

SEMESTER and YEAR

Student Agreement

To indicate you have read and understand each of your responsibilities, place your initials beside each line.

Initials: ____________________________  I agree to contact my instructor immediately if I am having any difficulties attending class, completing assignments and or passing quizzes/tests.

Initials: ____________________________  I have read and understand the WSU Satisfactory Academic Progress Policy

Initials: ____________________________  I agree to devote at least 2 to 3 hours of study time for every 1 hour of class time.

Initials: ____________________________  I agree to use all Academic Success Center and Writing Center services including tutoring, supplemental instruction, study skills workshops and counseling, as appropriate. I also agree to contact my instructor or my academic advisor if I am experiencing difficulty in classes.

Initials: ____________________________  I understand that I have the responsibility to meet with my advisor throughout the semester to review my progress, any Early Academic Assessment (EAA) grades I receive, and discuss any problems that arise.

Date of next appointment: ____________________________

NOTICE: Submission of an appeal form does not guarantee approval. If your appeal is approved, you will be on financial aid probation. You must meet the academic standards in the approval email sent to your WSU email account in order 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.