



2023-24 Satisfactory Academic Progress Appeal & Academic Action Plan

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** a [one-page explanation](#) of what happened and what has changed **AND** supporting documentation of your situation. Include your *name* and *student ID* number on each document.
3. Attach a copy of your completed [Degree Works academic plan](#) as required.

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

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

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 2023: **Monday, Oct. 23, 2023**, WINTER 2024: **Monday, Feb. 19, 2024**, SPRING/SUMMER 2024: **Monday, July 1, 2024**

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) course 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.

We will review your entire academic history and federal loan debt. Earning multiple degrees and/or having high federal student loan debt may result in a denial of an appeal.

Appeal Decision Notification

The decision concerning your appeal will be sent to your WSU email address and posted in the [Financial Aid Portal](#) in Academica.



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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 2023 Winter 2024 Spring-summer 2024

Reasons for Appeal	Required Documentation
<input type="checkbox"/> Personal illness or injury <input type="checkbox"/> Personal crisis <input type="checkbox"/> Illness of a family member <input type="checkbox"/> Death in the family <input type="checkbox"/> Second degree <input type="checkbox"/> 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.	<p>ATTACH a one-page explanation of what happened and what has changed AND supporting documentation of your situation. Include your <i>name</i> and <i>student ID</i> number on each document.</p> <p>The explanation must include:</p> <ul style="list-style-type: none"> ▪ 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 <p>Note: If this is not your first SAP appeal, you MUST submit the Student Improvement Plan-SAP Part 2 Form.</p>

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.

_____ 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 understood 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.
Initials

Date of next appointment: _____

STUDENT Signature (Signature must be handwritten with ink or stylus) 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 meet the academic standards in the approval email sent to your WSU email account 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.