



TERM	PRIORITY DATE TO SUBMIT	FINAL DEADLINE
Summer 2019	June 3, 2019	June 24, 2019
Fall 2019	June 28, 2019	September 16, 2019
Spring 2020	December 6, 2019	January 24, 2020

### Satisfactory Academic Progress Appeal Form

Student's Name (Last, First, MI)

myWSU ID Number

Phone Number

Student's Address

City, State, Zip

WSU Email Address

Check the semester for which you are submitting your appeal:  Summer 2019  Fall 2019  Spring 2020

Check your admission level:  Undergrad/1st Bachelor's  Undergrad/2nd Bachelor's  Graduate/PhD/Master's

#### INSTRUCTIONS >>>



#### 1 The following documents are required for your appeal:

- Tell us why you did not meet SAP standards
  - ➔ Write a detailed explanation of the circumstances that prohibited you from meeting SAP. (If this is your 2nd or subsequent appeal, your circumstances must be different from your previous appeal).
  - ➔ What steps have you or will you take to address these circumstances, and how will you manage similar circumstances in the future?
- Proof of Circumstances
  - ➔ Submit documentation or supporting letters to confirm your circumstances (e.g., letter from physician or counselor, medical bills, death certificate, military orders, court documents)
- Meet with your College Academic Advisor to Complete Page 2
  - ➔ Your academic advisor must complete page 2 of this form. You and your academic advisor must provide your signatures.
  - ➔ An Academic Plan shows what additional courses and/or credit hours you must take to graduate and/or correct your SAP deficiency.

#### 2 Submit this appeal form, your letter and documentation, and your academic plan to the WSU Office of Financial Aid.

- ➔ Please allow up to 2 weeks for processing, or up to 4 weeks during the months of January, July, or August.

### Incomplete appeals will be denied.

#### SIGNATURE AND AFFIRMATION >>>

By submitting this appeal, I certify that the information contained on this appeal is correct to the best of my knowledge. I understand that I am responsible for meeting payment deadlines while waiting on an appeal decision. I acknowledge that decisions on appeals are made on a case-by-case basis and the decision of the Satisfactory Academic Progress Committee and/or the WSU Office of Financial Aid is final. I have read the WSU Satisfactory Academic Progress which is available online at [www.wichita.edu/sappolicy](http://www.wichita.edu/sappolicy). I understand that if my appeal is approved, my academic progress will be reviewed at the end of each semester and that any failure to meet the conditions of my approved appeal with result in the loss of my financial aid eligibility. I also must meet all other federal aid requirements.

Student's Signature (Required)

Date

Digital signature cannot be accepted.

**Warning:** If you receive student aid based on incorrect information, you may have to return it and/or pay fines and fees. If you purposely give false or misleading information on this form, you may be fined \$20,000, receive a prison sentence, or both.

**Affirmation:** By signing above, I certify that all information I have submitted is accurate and verified with supporting documentation.

