

Satisfactory Academic Progress Appeal & Academic Plan

Student's Name (Last, First, MI) _____ myWSU ID _____

Address _____

City, State, Zip _____

WSU Email Address _____

Term	Priority Date	Final Deadline
Summer 2025	May 30, 2025	June 13, 2025
Fall 2025	June 27, 2025	August 29, 2025
Spring 2026	November 28, 2025	February 2, 2026

INSTRUCTIONS >>> Complete each section below:

➔ Check the term for which you are submitting your appeal:

☐ Summer 2025

☐ Fall 2025

☐ Spring 2026

➔ Check your admission level:

☐ Undergraduate/1st Bachelor's

☐ Undergraduate/2nd Bachelor's

☐ Graduate/PhD/Master's

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?

☐ Provide 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 your academic plan on page 2.

➔ Your academic advisor must complete page 2 of this form. You and your academic advisor must provide signatures.

➔ An academic plan show what additional courses and/or credit hours you must take to graduate and/or correct your SAP deficiency.

Submit this appeal form, your letter of explanation and documentation, and your signed academic plan to the Office of Financial Aid & Scholarships by the deadline.

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

Read and Initial each statement below.

_____ By submitting this appeal, I certify that the information contained 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 is final.

_____ I have read the Satisfactory Academic Progress Policy, which is available online at www.wichita.edu/sappolicy.

_____ I understand that if my appeal is approved, my academic progress will be reviewed at the end of each term and that any failure to meet the conditions of my approved appeal will result in the suspension of my financial aid eligibility.

_____ I understand that I must also meet all other federal aid requirements.

INCOMPLETE APPEALS WILL BE DENIED

Student's Name (Last, First, MI)	myWSU ID Number	Academic College
Major	Degree	Graduation Date (MM/YYYY)

Meet with your College Academic Advisor to complete your academic plan. You and your academic advisor must provide signatures.

Semester/Year: _____/20_____		
Course Name		Cr. Hrs.
	Total	

[illegible]

Semester/Year:		/20
Course Name	Cr. Hrs.	
	Total	

[illegible]

CERTIFICATIONS AND SIGNATURES

➔ Please allow 2-3 weeks for processing. Processing cannot begin until all requested documentation has been received.

Student's Signature Typed Signature cannot be accepted	Date	Student's Printed Name
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Advisor's Signature Typed Signature cannot be accepted	Date	Advisor's Printed Name
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