

ID #: _____
Name: _____



Satisfactory Academic Progress Appeal Request Cover Sheet

Before submitting a SAP Appeal Request, you MUST read and complete this form in its entirety, and sign below confirming that you understand ALL of the criteria and conditions as explained.

Name: _____
WilmU ID# _____

Daytime Phone#: _____
WilmU e-mail: _____

I understand that:

- In order to be considered for appeal, I must submit a completed SAP Appeal Request form along with all supporting documentation to the Office of Financial Aid within two weeks of the date of my Loss of Federal Aid Eligibility Notice.
- Submitting a SAP Appeal Request does **not** guarantee that my appeal will be granted.
- I may continue to attend classes while appealing my loss of aid however, financial aid will **NOT** be released **UNLESS** my appeal is approved.
- If I continue to attend classes while appealing my loss of aid, and if I fail to drop my current courses before the university's drop/add date for the term (or block), I am responsible to pay any outstanding charges (including tuition & fees, book vouchers, etc.) on my account by the due date as well as any late fees I may incur.
- I've lost my financial aid eligibility because, after receiving a Warning Letter prior to my last term of enrollment, I am still below federal SAP eligibility standards because (check all that apply):
 - ___ My cumulative GPA is below acceptable for my grade level
 - ___ I've completed less than 67% of all the courses that I've attempted
 - ___ I've exceeded the maximum timeframe of 150% of the published length of time needed to complete my program.

Appeal Requirements:

- You must be able to adequately document your circumstances
- You must prove that the circumstances affecting your ability to perform academically has *changed* and thus you will have the potential to improve your performance in the upcoming term.

Note: In all cases, and regardless of circumstances, for an appeal to be granted it must be realistically possible for students to regain their eligibility and complete their degree in a reasonable time frame.

The Appeal Process:

- Appeals will be evaluated by a Committee consisting of staff members from throughout the university.
- The decision made by the Appeals Committee is **FINAL** and cannot be appealed.
- The Appeal Committee meets three times per year and decisions are forwarded to students approximately six weeks from the date of the Loss of Federal Aid Eligibility Notice.
- Students will be notified by mail of the Committee's decision.
- If your SAP Appeal is approved, you will be awarded financial aid under a **SAP Probation** status.
- Your probationary status will be reviewed at the end of each subsequent period of enrollment. Students who meet the minimum cumulative standards at the end of any semester will have their probation ended and be fully reinstated.
- If you are granted an appeal, but are determined to be unlikely or unable to meet SAP standards within a single SAP Probationary period, you must instead follow the guidelines as outlined in an **Academic Plan** as developed for you by the Appeals Committee. Failure to meet those guidelines will result in a permanent loss of aid at Wilmington University.

I Certify that I've read and understand all of the information as presented above and that I will adhere to the SAP Appeals guidelines as explained.

Sign: _____ Date: _____

