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: ________________________  Daytime Phone#: ________________________
WilmU ID# ____________________  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 have 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: ________________________
Satisfactory Academic Progress
Suspension Appeal Form

Daytime Phone #: ___________________________  WU Email: __________________________

Major: ___________________________  Expected Graduation Date: __________________________

Appeal Reason (circle):  Medical  Personal Emergency
Other: ___________________________

Directions:
Please submit a typed explanation of your circumstances that impacted your academic performance. In addition to the typed explanation, and copy of the appeal form, you must submit documentation on official letterhead from an objective third party professional (e.g. physician, counselor, lawyer, social worker, teacher, religious leader, death certificate, divorce decree, etc.) to confirm your extenuating circumstance(s). Family members of the student, friends, and Wilmington University employees are not considered an acceptable third party.

In your typed explanation you will need to describe the extenuating circumstances that impacted your academic performance. Also explain your plan of action to ensure your future academic success.

Student Signature: ___________________________  Date: __________________________

ID #: _________________________  Name: ________________________