

## 2022-2023 Satisfactory Academic Progress Suspension Appeal Instructions

**Keep this page for your records**

### Instructions:

The SAP Appeal Committee meets three times per year and decisions are sent to students via email notification to the student's myWilmU email address within one-week of the committee meeting.

Your appeal is due no later than the dates below if you wish to have your appeal reviewed for a specific semester.

**If your appeal is received after the deadline, it will not be reviewed until the next appeal committee:**

<b>Fall:</b> Submission Deadline	<b>10/2/2022</b>	Notification of Appeal Decisions By:	<b>10/18/2022</b>
<b>Spring:</b> Submission Deadline	<b>02/05/2023</b>	Notification of Appeal Decisions By:	<b>02/21/2023</b>
<b>Summer:</b> Submission Deadline	<b>06/04/2023</b>	Notification of Appeal Decisions By:	<b>06/20/2023</b>

### 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
- If your SAP Appeal is DENIED, you may submit another appeal for the next semester. **The most common reason that Appeals are denied is because they did not include documentation to confirm the explained circumstances.**
- If your SAP Appeal is approved, you will be mailed a copy of an academic plan that is personalized for you. You **MUST** sign and return the Academic Plan letter to the Financial Aid Office to have your financial aid processed.
- Academic Plans may be granted for multiple semesters based on the time the committee calculates it will take the student to reach the SAP standards for his/her grade level. However, you **MUST** show improvement each semester to continue to receive financial aid on the academic plan.

### 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.

### You MUST submit the following items for a complete Appeal:

Item	Example
✓ <b>A completed and signed Appeal Form Cover Sheet</b>	Page 2 of this form. Be sure to complete all parts and sign.
✓ <b>A typed explanation of the circumstances that impacted your academic performance</b>	Describe the extenuating circumstances that impacted your academic performance and explain your plan of action to ensure your future academic success. Your explanation should reflect the time period that your academic performance was impacted. It may be helpful for you to review your transcript to ensure that you refer to the appropriate time period.
✓ <b>3rd Party documentation to confirm your extenuating circumstance</b>	For medical situations you do not need to submit excess medical information: A letter from a medical provider on his/her letterhead, or dated medical bills, or dated hospital discharge instructions are all sufficient. Birth certificates are also acceptable documentation for pregnancy related medical situations. For death, a copy of death certificate or funeral card/obituary is acceptable For employment, letter from employer, copies of employment documents and emails are acceptable.

**Please feel free to contact the financial aid office with any questions about the appeal process. The Student Success Center can also help students write appeal letters and determine the type of documentation to submit.**

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## 2022-2023 Satisfactory Academic Progress Suspension Appeal

*This page is a template for how to write your Appeal Explanation Statement*

**DO NOT SUBMIT**

You are strongly encouraged to use this information as a template to guide how you will compose the typed statement that is to be attached to the Appeal cover sheet form.

### **Introduction:**

Explain when your academic progress suffered the most. Refer to your transcript to see the semester(s) that have the most failures or withdrawals and introduce what was going on in your life during that time that affected your ability to succeed academically.

### **Body:**

This is where you can give some details about the circumstances and their affect on your ability to do well in your classes. One or two paragraphs are sufficient to give the committee an idea of what happened and how it affected you.

You should also discuss how you have overcome these circumstances- the time that has passed and how your situation has changed in a way to allow you to be successful academically.

### **Conclusion:**

Discuss your plan of action to improve your academic standing. Will you repeat failed courses? Reduce your course-load each semester? Use the Student Success Center for tutoring or writing help? Budget time for studying? Include any other information to convince the committee that you can be successful if your appeal is approved.

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### **Keep in Mind:**

- Your appeal explanation statement should not exceed two double spaced typed pages. One page is preferable.
- You do not need to include traumatic or triggering details of your circumstances, but are not prohibited from sharing whatever information you feel should be considered.
- Keep in mind that your explanation needs to correspond to the time your academics suffered the most. In some cases, this could be several semesters ago.
- Your appeal will be denied if your letter of explanation does not correspond to your transcript. For example, if you failed three classes in the spring of 2021, but your letter only talks about an unrelated event that happened in the summer of 2022 (when your grades were better), your letter would not meet the expectation and your appeal would be denied.



Appeal Submission Deadlines:

- Fall: Submission Deadline 10/2/22
Spring: Submission Deadline 2/5/23
Summer: Submission Deadline 6/4/23

2022-2023 Satisfactory Academic Progress Appeal Request Cover Sheet

Student Information:

Name: Student ID#: W00
Major: Degree/Cert Level: Doctorate Master's Bachelor's Associate's
Appeal Reason(s): Medical Personal Emergency Other:

Affidavit:

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.

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I understand that:

- Initial Here 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 by the submission deadline (above) for the semester I wish to have my federal aid reinstated.
Initial Here Submitting a SAP Appeal Request does not guarantee that my appeal will be granted or aid reinstated.
Initial Here I may continue to attend classes while appealing my loss of aid however, financial aid will NOT be released UNLESS my appeal is approved; and financial aid will only cover the semester(s) I am approved.
Initial Here If I continue to attend classes while appealing my loss of aid, and/or 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.
Initial Here 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.

(You may view your current GPA and Pace of Completion percentage via the financial aid/ bill pay page on your myWilmU portal by clicking on the "Progress" link under your financial aid requirements list.)

Do Not Sign and submit until you confirm that you have:

- Attached a typed explanation of circumstances
Attached supporting documentation from a third party
If you do not have supporting documentation explain why

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.

Signature Date