



## **Title IV Federal Student Aid Satisfactory Academic Progress Appeal Application and Instructions—Spring Semester**

### **Policy**

A student must maintain satisfactory academic progress in accordance with the West Chester University Financial Aid Satisfactory Academic Progress (SAP) policy to be eligible to receive federal aid (Title IV). These programs include Pell grant, TEACH grant, Stafford Direct student loan, Perkins loan, Nursing loan and PLUS. The progress policy complies with the U.S. Department of Education regulation Section 668.32. **There are separate requirements and an appeal process for PA state grants (PHEAA).**

The Financial Aid Office reviews academic progress annually after spring grades are processed. Any student who does not meet the satisfactory academic progress requirement is notified and has the option to appeal. The submission of an appeal application DOES NOT GUARANTEE the reinstatement of cancelled aid. **You are strongly encouraged to make payment arrangements with the Bursar's Office while your appeal is being considered, as billing deadlines are not adjusted.**

### **Instructions**

Please complete, in full, the appeal application as instructed throughout the packet. Appeal submissions are held in strictest confidence, and only members of the Appeal Committee, comprised of representatives from Academic Affairs and Student Affairs, have access to applications. Examples of acceptable reasons for an appeal include:

1. The death of an immediate family member (parent, spouse, sibling, child)
2. Serious illness (physical or mental) of the student that may have necessitated withdrawal from all classes in order to recover, or that may have contributed to the student doing poorly in his/her classes
3. Serious illness or injury of an immediate family member that required extended recovery time
4. Significant trauma in the student's life that impaired his/her emotional and/or physical health
5. Other documented unexpected circumstances beyond the student's control

### **Results**

The student is notified in writing regarding the result of the appeal request:

1. If the appeal is approved, then financial aid will be awarded for one semester or payment period; the student is placed on Financial Aid probation for one semester
  - a. Academic progress will be reviewed after the appealed semester; financial aid will not be approved again until progress is met
2. If the appeal is denied, the student may enroll but is responsible for any balance owed to the University
  - b. Aid will not be approved for any future semester until academic progress is met

## Federal Student Aid Satisfactory Academic Progress Appeal Application – Spring Semester

Name \_\_\_\_\_ WCU I.D. Number \_\_\_\_\_

Phone # \_\_\_\_\_ Date \_\_\_\_\_

**SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE REINSTATMENT OF CANCELED  
FEDERAL FINANCIAL AID**

**DEADLINE FOR SUBMISSION IS JANUARY 2, 2015**

---

### **Section 1: Satisfactory Academic Progress (SAP) Requirements**

**Satisfactory Academic progress was not met because:**

- ☐ I did not complete 67% of the total cumulative attempted and transfer credits, including any credits for which I remained enrolled past the Drop/Add period (attempted credits include credits for which a grade of **W, AU, Z or NG** has been received)
- ☐ I do not have a cumulative grade point average (GPA) of at least 2.00 by the end of my second academic year of attendance
- ☐ I have attempted more than 180 cumulative credits

### **Section 2: Circumstance for Appeal**

**Check the category or categories that apply to your situation:**

- ☐ **The death of an immediate family member (parent, spouse, sibling, child)**  
Attach a photocopy of death certificate or notice; state the relationship of the deceased to you in Letter of Circumstance
- ☐ **The serious illness or injury of the student**  
Attach a statement from your physician and or counselor; explain the nature and dates of the illness or injury in Letter of Circumstance
- ☐ **The serious illness or injury of immediate family member**  
Attach a statement from the attending physician; explain the nature and dates of the illness or injury in Letter of Circumstance
- ☐ **Significant trauma in the student's life that impaired the student's emotional and/or physical health**  
Provide documentation from attending physician, counselor or third-party professional; details must be fully explained by student in Letter of Circumstance

☐ **Other unexpected documented circumstances beyond the student's control**

Provide documentation from third-party professional and fully explain situation in Letter of Circumstance

**Section 3: Letter of Circumstance**

Please explain in a clear and concise manner the grounds for the appeal. The Letter of Circumstance must be typed or written on a separate page and attached to this form. Describe how the events and or experience as selected in Section 2 prevented you from making satisfactory academic progress. The members of the Appeal Committee will carefully consider this letter in their decision-making process, so please be as detailed as possible. Attach documentation as instructed in Section 2.

**Section 4: Student's "Recovery Plan" – Academic Plan for Success**

*NOTE: If you have federal student loans, do you know how much you have borrowed so far? If not, please go to [www.nslds.ed.gov](http://www.nslds.ed.gov) for details. Check aggregate loan limits at [http://www.wcupa.edu/\\_SERVICES/FIN\\_AID/loans.aspx](http://www.wcupa.edu/_SERVICES/FIN_AID/loans.aspx)*

- a. What is your anticipated graduation date? \_\_\_\_\_
- b. What is your current GPA? \_\_\_\_\_
- c. What other responsibilities do you have while you attend WCU? Who or what serves as your support system in your efforts to make academic progress?

---

---

---

- d. Describe how you have modified your behavior or circumstances to assure your successful academic progress in the future (attach statement, if needed)

---

---

---

---

### Section 5: Academic Advisor's Assessment – (Please print)

Does the student have a Recovery Plan? ☐ Yes ☐ No

a. If yes, please provide a copy of the plan.

b. If no, please provide your assessment of the student's ability to achieve a successful academic recovery via his or her Academic Plan for Success (attach statement if needed)

---

---

---

---

---

Advisor's Signature \_\_\_\_\_ Ext. # \_\_\_\_\_

Advisor's Printed Name \_\_\_\_\_

### Section 6: Student Steps to Seek Academic Assistance

Please answer the following questions completely and honestly. Your answers will be reviewed the Committee as part of your appeal request. Unchecked boxes will be considered an answer of "no".

- ☐ I registered for weekly tutoring sessions through the Learning Assistance and Resource Center (LARC). As a result (*please check all that apply*):
- ☐ I received a tutor  
*Please list course(s):* \_\_\_\_\_
  - ☐ I was placed on the waiting list  
*Please list course(s):* \_\_\_\_\_
  - ☐ I was dropped from a tutoring session  
*Please list course(s):* \_\_\_\_\_
- ☐ I was placed on Early Alert in at least one of my classes. As a result (*please check all that apply*):
- ☐ I met with an Early Alert graduate assistant at least once
  - ☐ I scheduled meetings for the remainder of the semester with the Early Alert Graduate Assistant
  - ☐ I spoke with my professor about my grades
  - ☐ I received an email about Early Alert, but I did not take any action
  - ☐ I do not know what the Early Alert Program is
  - ☐ I was not Early Alerted in any of my courses
  - ☐ I alerted myself by walking into the LARC and asking for assistance

- ☐ I registered for Smarthinking online tutoring (*please check all that apply*):
- ☐ I have used Smarthinking once
  - ☐ I have used Smarthinking multiple times
  - ☐ I have never used my Smarthinking account
- ☐ I attended at least one Academic Success Workshop (ASW) on Time Management, Study Skills, Note Taking, and/or Short Essay Writing through the Learning Assistance and Resource Center

#### **Section 8: Student Certification**

**I certify that all of the information and documentation submitted in this application packet is true. I understand that submission of this application does not guarantee reinstatement of my aid. I further understand that if my appeal is approved it is, in fact, an exception that has been made to a federal and University policy on my behalf by the Appeal Committee. I will be on Financial Aid Probation and will receive Title IV funds for one (1) payment period. I understand that I must meet the SAP standards or the requirements of my established "Recovery/Academic Plan for Success" after the appeal period in order to continue to receive federal student aid.**

---

**Student Signature**

---

**Date**

**Final Checklist for Student:**

**Make certain your SAP Application is complete!**

- ☐ Section 1 – SAP Requirements
- ☐ Section 2—Circumstance
- ☐ Section 3--Letter of Circumstance and supporting documents
- ☐ Section 4 – “Recovery Plan” – Academic Plan for Success/attach Recovery Plan if there is one
- ☐ Section 5– Academic Adviser’s Assessment (must have Adviser’s signature and WCU phone
- ☐ Section 6—Steps to Seek Academic Assistance
- ☐ Section 7-- Student’s Certification, including signature and date

You will be notified if additional information is required. Please monitor your financial aid alerts and aid package via myWCU for your current status.

***Important Note: During peak times, an appeal application may take up to 14 business days to review and complete. An incomplete appeal application will be delayed. The Appeal Committee reserves the right to request additional information/and or a meeting with the student. Any application received after the deadline will not be reviewed and will be returned***