

## Financial Aid Satisfactory Academic Progress Appeal Tips

Many students have unexpected events that may cause them to have a difficult time during their education. If you have suffered from an exceptional event, you do have the right to appeal to be eligible to receive financial aid for a probationary period. Your appeal will be kept confidential and documentation provided will be used for this purpose only.

The Financial Aid Satisfactory Academic Progress Appeal is an online form that has **5 parts and ALL of them MUST BE COMPLETED**. Appeals will **NOT** be heard in person, so take your time in composing your statements as it is your only opportunity to describe any extenuating circumstances that prevented you from making academic progress.

### **Part 1 - What is the reason(s) for your appeal? Check the appropriate boxes!**

### **Part 2 - State the Facts! Describe extenuating circumstances – make your case!**

Explain your academic history since your **entire** academic history must be taken into account when your academic progress is reviewed. Review your academic transcript and contact an academic advisor or Academic Dean (if you have also dismissed from the University) and get help planning your future classes and grades. Think about what circumstances/events occurred that prevented you from meeting the satisfactory academic progress requirements. WPU has a variety of support systems available to you. Not being aware of these services, or not taking advantage of them, is not a basis for appeal. Extenuating circumstances are compelling and beyond your control. Time constraints and poor study/planning skills are not typically considered extenuating circumstances. Your appeal should also list steps that you will take to meet the Financial Aid Satisfactory Academic Progress policy.

### **Part 3 - Do you have any supporting documentation? Strongly Recommended!**

If you do, please feel free to upload them in PDF format. Remember that your information is private and confidential. You may upload doctor's notes, academic counselor or advisor's tips and suggestions, divorce decree or separation, etc. **MAKE EVERY EFFORT TO DOCUMENT AND SUPPORT YOUR CASE!**

### **Part 4 - You should meet with an Academic Counselor to develop a successful academic plan!**

List courses that you are planning to take, the number of credits and grades you plan to obtain. Undergraduate students' goal must be to earn at least 67% of all attempted credits and carry at least a cumulative 2.0 grade point average by the end of the Spring 2012 semester. In addition, Undergraduate students who have attempted more than 192 credits are required to appeal since they have exceeded the maximum time frame. Graduate students should strive to accomplish 70% of all attempted credits and earn a cumulative grade point average of at least 3.0 by the end of the Spring 2012 semester. It is of the utmost importance to show an academic plan, which shows your efforts to achieve the established guidelines, however, if you cannot meet the guidelines DO SUBMIT YOUR APPEAL regardless!

Students are strongly encouraged to contact their academic advisor or academic dean (if dismissed from the University) for guidance and assistance in developing a sound academic plan. EOF, Alchemy and Sponsored Program students should contact the individual department for assistance. Undergraduate undeclared students may request help from the Career Development and Gloria S. Williams Advisement Center. Graduate students should contact their program director. Please keep in mind that you may need to request a special appointment to meet with the appropriate academic counselor, advisor or dean, so act promptly. You will find additional contact information for the previously mentioned departments by accessing the Financial Aid homepage at <http://www.wpunj.edu/financial-aid/>.

**Part 5 – Submission of this appeal certifies that you agree and understand that you must abide by the academic plan presented in your appeal!** (Exceptions: students who decide to change their major after submitting the academic plan or unable to register for closed or cancelled classes). You should also keep your academic counselor/advisor informed of your progress.