



financialaid@wwu.edu
www.finaid.wwu.edu
(360) 650-3470

Financial Aid
516 High Street, Old Main 265
Bellingham, WA 98225

Student Name

W _____
Student I.D. Number

The academic progress of all students is measured on a quarterly basis regardless of whether they received financial aid in the past. The [Satisfactory Academic Progress \(SAP\)](#) policy is available on the Financial Aid Department website at [finaid.wwu.edu](#). Students whose aid is suspended for failing to meet SAP requirements may appeal for aid reinstatement if extenuating circumstances prevented them from meeting any of the SAP requirements.

The areas monitored for SAP are:

- **Quarterly Credit Completion:** Complete the minimum number of credits associated with your enrollment status at lock and any credits added thereafter.
- **Pace:** Successfully complete 80% of cumulative attempted credits (completed credits divided by attempted) (transfer credits are included in this calculation).
- **GPA:** Maintain a cumulative GPA of at least 2.0 for undergraduates or 3.0 for graduates (some programs require a higher GPA for graduation).

Indicate the quarter(s) and areas that you failed to meet SAP standards:

Quarter of deficiency: Fall Winter Spring Summer

Area of deficiency (all that apply): Quarterly Credit Completion Pace GPA

Important Information:

- **Do not submit an appeal until the Financial Aid Department has notified you** of the requirement to appeal for continued financial aid eligibility.
- **Submit all documents together.** Appeals will not be reviewed until all documents are received.
- Submit documents via official WWU email account, using the [Secure Document Uploader](#) or in Old Main 265.
- **Appeals will be reviewed in approximately 2-3 weeks.** Students will be notified via WWU email if additional information is required or when a decision is reached.
- **Students are responsible for all account related charges** due while appeals are being processed and in the event the appeal is denied.
- **Students appealing halfway through the quarter are encouraged to include documentation of mid-point grades to strengthen their appeal** - this can be an emailed statement from your professor(s) or a screen shot of the grades page from Canvas confirming passing grades.
- **Appeals submitted after the quarterly due date may be ineligible for current quarter aid.**

Due Dates:

Complete appeals must be submitted before the **Quarterly Satisfactory Academic Progress (SAP)** deadlines. Appeals submitted after the deadline are not eligible for reinstatement for the current quarter. The deadlines for appeals for the 2023-2024 academic year are as follows:

Fall 2023:	Friday November 10, 2023
Winter 2024:	Friday February 23, 2024
Spring 2024:	Friday May 17, 2024
Summer 2024:	Contact the Financial Aid Department for the summer deadline.

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All appeals must include:

1. **A typed, detailed description** of the extenuating circumstances in the space provided. Examples include:
- Injury, physical or mental illness of the student
 - Injury, physical or mental illness of a family member, relative, or significant person in your life
 - Death of a family member, relative, or significant person in your life
 - Family difficulties such as divorce or separation of the student or student's parents
 - Interpersonal problems with friends, roommates, or significant other
 - Natural disasters
 - Academic hardship due to disability
 - Other circumstances

Attach a separate page if your description will not fit in the text box below.

- Check this box if you received a Dean's Withdrawal and wish to authorize Office of Student Life to share the general nature (not details) of your appeal with the Financial Aid Department, if needed. You must still provide a brief explanation in this box.

2. **Appropriate documentation** supporting the extenuating circumstances. Examples of relevant documentation supporting your circumstances include:
- Injury, physical or mental illness of the student
 - ✓ A physician's statement, police report, or other third-party professional such as a hospital billing statement
 - Injury, physical or mental illness of a family member, relative, or significant person in your life
 - ✓ A physician's statement, police report, or other third-party professional such as a hospital billing statement related to the individual for whom the student provided care or support
 - Interpersonal problems with friends, roommates, or significant other
 - ✓ Written statement from an attorney, professional advisor or other individual describing circumstances
 - Death of a family member, relative, or significant person in your life
 - ✓ Copy of a death certificate or obituary
 - Academic hardship due to disability
 - ✓ Written statement from the Disability Access Center (DAC), an academic advisor, or a third-party agency assisting with your disability or academic progress
 - Family difficulties such as divorce or separation of the student or student's parents
 - ✓ Court documentation or a letter from the attorney in the case
 - Natural disasters
 - ✓ Written statement or other supporting documents
 - Other circumstances
 - ✓ Third-party statements that support your appeal

Quarterly Satisfactory Academic Progress Appeal

Student Name

W

Student I.D. Number

3. **A typed explanation** of how the circumstances you noted in question #1 led to failure to meet Satisfactory Academic Progress requirements. In other words, **how did the circumstances affect you?** Attach a separate page if your explanation will not fit in the text box below.

4. **A typed, detailed description** of how the circumstances that prevented you from meeting SAP have been resolved and what changed to allow you to meet SAP in the future. If the circumstances are ongoing in nature, describe the **specific changes you made** and clearly explain the steps **you are taking to be academically successful**. This may include using on-campus resources such as the Tutoring Center, Disability Access Center, and Counseling Center, or reducing enrollment, working with a medical health provider for ongoing care, etc.

For appeals citing ongoing medical or mental health circumstances, **supporting documentation from a healthcare provider showing confirming care is highly encouraged**. Attach a separate page if your description will not fit in the text box below.

Quarterly Satisfactory Academic Progress Appeal

Student Name _____

W _____

Student I.D. Number _____

Appeals that address pace must include:

- A copy of a pace plan using the [Pace Calculator](#) on the Financial Aid website to determine the number of credits needed to get back on pace (80% or higher). To create a pace plan:
 - Enter your attempted credits and completed credits. (Keep in mind that your transfer credits count towards your total attempted credits.)
 - Click the “Calculate Pace” button, then the “Calculate Back on Pace” button, then the “Create a Pace Plan” button.
 - Enter your W# and name, then complete the “Pace Plan Credits” section. Beginning with your current quarter’s enrollment, create a reasonable, achievable plan that includes enough quarters of enrollment to show when you will attain the minimum required 80% pace progression.
 - Be sure to note all **NEW CREDITS** and **REPEAT** credits in the corresponding columns. Repeat credits will count towards the total number of attempted but not completed credits towards your pace percentage.

Important reminders about appealing for pace:

- We must receive a complete copy of your pace plan before we can process your appeal.
- The committee does not expect students to achieve 80% pace within a single quarter; it does expect the plan to be **realistic and attainable**.
- Students nearing graduation may not mathematically be able to attain 80% pace by graduation and should include only the courses needed to complete their degree or program in their pace plan.
- Be sure to note any repeat credits per quarter on the pace calculator as repeat credits will not be included in the calculation of completed credits per the WWU Registrar’s Office [Repeat Policy](#).
- Keep a copy of the pace plan. If the appeal is approved, the pace plan will be monitored until complete; failure to follow the plan will result in suspension.
- For changes to future enrollment, notify our office in advance by providing an updated pace plan. Failure to proactively provide this plan may result in suspension.

Appeals that address GPA must also include:

- A printed copy of a completed [GPA Calculator](#) available on the WWU Academic Advising Center website. The WWU [Low Scholarship Standards policy](#) is available on the WWU Registrar’s Office website.

Using the GPA Calculator, complete the following statement:

A GPA of _____ will be attained by the end of _____ quarter of the year _____.

Important reminders about appealing for GPA:

- We must receive a complete copy of your GPA Calculator, and the statement above must be completed before we can process your appeal.
- The committee does not expect students to attain a 4.0 GPA or enroll for a heavy course load in order to get back on track; it does expect the plan to be **realistic and attainable**.
- When using the GPA Calculator, if it will take more than one quarter to attain the minimum 2.0 GPA (3.0 for graduate students), enter the name of each quarter in the Class Name field (e.g., winter, 2024) and input the quarterly GPA.

FOR OFFICE USE ONLY

Operations:

[CSAP _____]