



## 2024-2025 Maximum Attempted Credits Appeal

**Financial Aid Department**  
Phone: 360.650.3470  
Email: financialaid@wwu.edu  
Website: financialaid.wwu.edu  
Address: 516 High Street, Old Main 265, Bellingham, WA 98225

\_\_\_\_\_  
Student Name W \_\_\_\_\_  
Student I.D. Number

Students receiving financial aid are expected to complete degree or certificate programs within an allowable number of attempted credits, in accordance with the [Satisfactory Academic Progress \(SAP\) policy](#). If unusual circumstances prevented you from completing your program within the maximum attempted credit limit, you may appeal for an extension of your financial aid eligibility.

**Allow 2-3 weeks for review of your appeal;** you will be notified via your WWU email if additional information is required or when a decision has been reached. **Students are responsible for all account related charges** due while appeals are being processed and in the event the appeal is denied. If your appeal is approved, financial aid is limited to **only** the coursework listed on the **Official Degree Evaluation**. Additional coursework will not change your financial aid eligibility and deviating from your plan may nullify an approved appeal.

**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 2024-2025 academic year are as follows:

Fall 2024:	Friday November 8, 2024
Winter 2025:	Friday February 21, 2025
Spring 2025:	Friday May 16, 2025
Summer 2025:	Friday July 18, 2025

**Your appeal must include the following:**

- A **typed explanation** of the unusual circumstances that prevented you from completing your degree or certificate within the maximum allowable credit limit
- Submit the following **documents to the Registrar's Office**, depending on your student status:
  - **Undergraduate and post-baccalaureate degree-seeking students:**
    - ✓ **Apply for graduation** by completing the [Degree Application \(PDF\)](#) found on the [Registrar's Office website](#), under Bachelor's Degree Information.
    - ✓ **Submit a Degree Application** and major/minor evaluations (if applicable) to the Registrar's Office and inform them your request is being made for financial aid purposes by checking the indicated box.
    - ✓ If you are an **undergraduate seeking additional teaching endorsements** outside the parameters for your degree, include the appropriate **departmental endorsement evaluation in your appeal**. Do not submit departmental teaching endorsement evaluations to the Registrar's Office.
  - **Post-baccalaureate certificate-seeking students** in Teacher Certification programs:
    - ✓ Request the evaluation from your department.
  - **Graduate students:**
    - ✓ Submit documentation from the Graduate Office verifying your anticipated program completion date, outstanding requirements, and satisfactory academic progress.

**To submit your appeal:**

Attach your **typed appeal** and all required documentation to this form and bring it to Old Main 265, send it to the financial aid department using your **WWU student email**, or submit it with the [Secure Document Uploader](#). Appeals missing the Official Degree Evaluation will be considered incomplete.

<b>OFFICE USE ONLY</b>	Operations: _____	[ASAP _____]
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