



## 2024-2025 Quarterly Satisfactory Academic Progress Appeal

### Financial Aid Department

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Address: 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. The [Satisfactory Academic Progress \(SAP\) policy](#) is available on the Financial Aid Department website. Students whose aid is suspended for failing to meet SAP requirements may appeal for reinstatement if extenuating circumstances prevented them from meeting any of the requirements.

### Quarterly Satisfactory Academic Progress Appeal Due Dates:

**Complete** appeals must be submitted before the **SAP** deadlines. Appeals submitted after the deadline are not eligible for reinstatement for the current quarter. **Appeals submitted after the quarterly deadline may be ineligible for current quarter aid.**

The appeal deadlines 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

### The Areas Monitored for SAP:

- **Quarterly Credit Completion:** Complete the minimum number of credits associated with your enrollment status at the [quarterly locked enrollment deadline](#) 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). GPA is not monitored until students reach junior level class standing or have completed 6 or more quarters at WWU.

### Important Information:

- **Do not submit an appeal until the Financial Aid Department has notified you** of suspension.
- **Submit all documents together.** Appeals will not be reviewed until all documents are received and a complete appeal is on file.
- 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 to view their Web4U if additional information is required or when a decision is reached. Occasionally expedited deadlines will be available.
- **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 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. Information on viewing Canvas grades is available in [Canvas Guides](#).

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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, or 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 needed.

- 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 or 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 for you or 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

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3. **A typed explanation** of how the circumstances in question #1 led to failure to meet SAP requirements. In other words, **how did the circumstances affect you?** Attach a separate page if needed.

4. **A typed, detailed description** of how the circumstances that prevented you from meeting SAP have been resolved **OR** how you are utilizing resources for success and what steps you have implemented that would enable you to meet SAP standards for the future.

- If the circumstances are ongoing in nature, describe the **specific changes you have made** and explain the steps **you are taking to be academically successful**.
- If you are utilizing resources (such as the Academic Advising and Student Achievement Center, Tutoring Center, Disability Access Center [DAC], Counseling Center, or working with a medical health provider for ongoing care, etc.) **documentation is usually required to show that you are actively using these resources**. Attach these documents to your appeal materials. Examples could be a letter from your **health/mental health care provider confirming that you are receiving care, documentation of DAC accommodations, confirmation of a scheduled appointment with the Counseling Center, etc.**

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

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 attempted credits and completed credits (including transfer credits). You can view this information in Web4U (Financial Aid & Scholarships→Eligibility→Financial Aid Academic Progress).
  - Students are not expected to achieve 80% pace within a single quarter.
  - 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.

Review the [Special Considerations about Appealing for Pace](#) on the Pace Calculator for other important reminders.

**Appeals that address GPA must include:**

- A printed copy of a realistic GPA plan, using the [GPA Calculator](#) available on the Academic Advising & Student Achievement Center website; they may be [contacted](#) if you need assistance with this calculator. The WWU [Scholarship Standards: Low Scholarship policy](#) is available on the WWU Registrar’s Office website.
- 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.
- Students who have been granted a [Fresh Start](#) will need to use their prior cumulative WWU GPA for the GPA plan . The Financial Aid Department will notify you of the GPA to use when submitting the GPA calculator.

Using the GPA Calculator, complete the following statement:

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

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