

Satisfactory Academic Progress Appeal Process

Review the Satisfactory Academic Policy to determine if you are eligible to appeal for financial aid. If you meet one of the requirements to appeal, complete the appeal form and submit it along with all supporting documentation. If you do not submit the supporting documentation, your appeal will be denied.

*** Students appealing for reinstatement of their financial aid are not eligible for financial aid assistance or deferment of payment. Students are required to pay all expenses and if the appeal is approved, they will be awarded financial aid when all required documentation has been received.**

*** Appeals must be received in the Financial Aid Office 10 days prior to the start of the semester for which you are trying to establish eligibility. Students appealing after this time frame should be prepared to pay for the semester expenses.**

Steps for Appeal:

1. Complete the SAP Appeal Form. (Below) or may be downloaded from: www.wcu.edu/finaid under student forms.
2. Attach a personal letter describing in detail the extenuating circumstances that prevented you from maintaining Satisfactory Academic Progress and indicate what your plans are to assure that you will maintain academic progress in the future.
3. Submit the SAP Appeal and all of the required documentation to the One Stop in Killian Annex **prior** to the semester that you are appealing.

You will receive an e-mail and/or written notification regarding the decision of your appeal.

*** Submitting an appeal with the required documentation does not guarantee that the appeal will be approved. All of the documentation presented will be reviewed against your entire record at WCU to see if the documentation submitted adequately explains your academic performance.**

Denied Appeals

If your appeal is denied, you will be asked to attend WCU a semester at your own expense and earn 12 hours and a 2.3 semester GPA (undergraduate) or 9 hours and a 3.3 semester GPA (graduate). After you complete this semester you may submit an appeal for financial aid. Attending a semester at your own expense is part of the resolution. Follow the Steps for Appeal.

Broken Contracts

If your financial aid has been denied due to a 1st broken contract, you must attend a semester at WCU at your own expense, earn 12 hours and a 2.3 semester GPA (undergraduate) or 9 hours and a 3.3 semester GPA (graduate) then submit an appeal. Follow the Steps for an Appeal.

If this is your **second broken contract**, you will no longer be eligible for financial aid. You must meet Satisfactory Academic Progress guidelines in order to be eligible for financial aid.

**Western Carolina University
Financial Aid Office**

Satisfactory Academic Progress Appeal

Name _____ ID # _____

Address _____ Phone _____

(Cell/Personal Phone)
E-Mail _____

What term are you appealing for financial aid? Fall _____ Spring _____ Summer _____
Year Year Year

Check the reason(s) for your satisfactory academic appeal and submit with the required documentation. The following reasons require appropriate documentation (appeals will be denied if required documentation is not included).

____ Personal illness or injury of self 1) A personal letter outlining the circumstances regarding the illness/injury. 2) Letter from physician or copy of official doctor/hospital diagnosis, treatment, and dates that you were ill or hospitalized, and ability to return to school.

____ Death of immediate family member 1) A personal letter outlining the circumstances regarding death of family member and their relationship to you, 2) copy of the death certificate or copy of the obituary.

____ Student absent from university for more than one semester 1) A personal letter outlining the circumstances while attending WCU and documenting that the time away from the university was spent in pursuit of activities that should make them succeed academically.

____ Natural Disaster: 1) personal letter outlining the circumstances regarding the natural disaster. 2) A letter from FEMA or other agency documenting the situation.

____ Student came a semester at own expense 1) A personal letter outlining the circumstances while attending WCU and resolutions to situation. 2) Proof in coming a semester at own expense and earning 12 hours & 2.3 semester GPA (undergraduate) or 9 hours & 3.3 semester GPA (graduate).

Signed _____ Date _____

You will receive e-mail and/or written notification regarding the decision of your appeal.

Return this form with all required documentation to:

Financial Aid Office, Western Carolina University, 118 Killian Annex, Cullowhee, NC 28723

Office of Financial Aid Use Only

Approved _____ Starting Term _____ Date _____ Initials _____

Denied _____ Date _____ Initials _____

