Title IV Federal Student Aid
Satisfactory Academic Progress Appeal
Application and Instructions

To be eligible to receive Title IV federal student aid (i.e., Pell Grant, Teach Grant, Direct Student Loan, Perkins Loan, FSEOG, Work-Study, Nursing Loans, PLUS Loans), students must maintain satisfactory progress as stated in West Chester University’s Financial Aid Satisfactory Academic Progress (SAP) Policy. This policy complies with the U.S. Department of Education federal regulation Section 668.32.

The Financial Aid Office reviews academic progress annually after spring grades are processed. Students who do not meet the satisfactory academic progress requirement are notified of their ineligibility for federal aid and have the option to appeal. The submission of an appeal application does NOT GUARANTEE the reinstatement of cancelled aid. Students are strongly encouraged to make payment arrangements with the Bursar’s Office while their appeals are being considered.

Recognizing the often personal and sensitive nature of a student’s request, the appeal materials are held in strict confidentiality. It is important to complete and submit this application in the manner described, for review by the Appeals Committee. The Committee is comprised of representatives from both the Academic Affairs and Student Affairs Divisions. Some examples of reasons for an appeal may include:

1. The death of an immediate family member (parent, spouse, sibling, child).
2. Serious illness (physical or mental) of the student that may have necessitated withdrawal from all classes in order to recover, or that may have contributed to the student doing poorly in his/her classes.
3. Serious illness or injury of an immediate family member that required extended recovery time.
4. Significant trauma in the student’s life that impaired his/her emotional and/or physical health.
5. Other documented unexpected circumstances beyond the student’s control.

During peak times appeals may take up to 14 business days to review. Incomplete appeals will be delayed. Applications received after the deadline will not be reviewed AND will be returned. Students are notified in writing regarding the outcome of the appeal. Students granted an appeal will be placed on Financial Aid Probation and receive their federal aid for that payment period. The denial of an appeal does not prohibit students from enrolling at WCU, but students are responsible for their University balances. Students will not receive federal aid until satisfactory academic progress is met.

Note: There is separate process and application to appeal a PA State Grant.

STUDENTS ARE ENCOURAGED TO CONTACT THE BURSAR’S OFFICE TO DISCUSS PAYMENT PLAN ARRANGEMENTS.
Title IV Federal Student Aid Satisfactory Academic Progress Appeal Application - Summer Session(s)

Name _____________________________________________       WCU I.D. Number _____________________

Phone # ____________________________________________ Date ______________________________

SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE REINSTATMENT OF CANCELLED FEDERAL FINANCIAL ASSISTANCE

DEADLINES:

- **FALL** or **SPRING** semester appeals should be submitted at least 3 weeks before the beginning of the semester.
- **Summer** appeals should be submitted 2 weeks prior to the start of the intended summer session.

Section 1: Satisfactory Academic Progress (SAP) Requirements
Check all non-compliance items that apply to your situation.

- I did not complete 67% of the total cumulative attempted and transfer credits, including any credits for which I remained enrolled past the Drop/Add period. Attempted credits include credits for which a grade of **W, UA or NG** has been received.
- I do not have a cumulative grade point average (GPA) of at least 2.00 by the end of my second academic year of attendance.
- I have attempted more than 180 cumulative credits.

Section 2: Circumstances.
A. Nature of Circumstance.
Check the categories that apply to your situation.

- **The death of an immediate family member**, i.e. a parent, spouse, sibling, child. Attach a photocopy of death certificate or notice. State the relationship of the deceased to you.
- **The serious illness or injury of the student.** Attach a statement from your physician and or counselor. Explain the nature and dates of the illness or injury.
- **The serious illness or injury of immediate family member.** Attach a statement from the attending physician, explaining the nature and dates of the illness or injury.
- **Significant trauma in the student’s life that impaired the student’s emotional and/or physical health.** Provide a detailed letter of circumstance including the dates and what you have done to overcome this condition. Supporting documentation from a third party professional must be attached.
- **Other unexpected documented circumstances beyond the student’s control.** Third party professional documentation must accompany your detailed letter of circumstance.
B. **Letter of circumstance.** Please explain in a clear and straightforward manner the grounds for your appeal. Describe how the events and or experience contributed to your inability to meet the SAP requirements. **How did what happened prevent you from making academic progress?** While not required we **recommend** that your **letter of circumstance** be typed and attached to this application. If you use this page please continue on a separate page if needed and attach to your appeal.
Section 3: Student’s “Recovery Plan” – Academic Plan for Success.
What is your anticipated graduation date? ____________________________
What is your Current GPA? ______
What other responsibilities do you have while you attend WCU?
________________________________________________________________________
________________________________________________________________________
Describe how you have modified your behavior or circumstances to assure your successful academic progress in the future. (Attach statement, if needed)
________________________________________________________________________
________________________________________________________________________
Describe your support system in this effort. (Attach statement, if needed)
________________________________________________________________________
________________________________________________________________________
Name of your Academic Adviser (Print name) ____________________________
Have you met with your adviser? □ Yes □ No.
This application will be considered incomplete without input from your advisor.

Section 4: Academic Adviser’s Assessment – (Please print)
Does the student have a Recovery Plan? □ Yes □ No
If yes, please provide a copy of the plan.
If no, please provide comments regarding your assessment of the student’s ability to achieve a successful academic recovery following his/her Academic Plan for Success. (Attach statement, if needed) ____________________________
________________________________________________________________________
________________________________________________________________________
Adviser’s Signature ____________________________ Ext. # __________

Student’s Signature ____________________________ Date

I certify that all of the information and documentation submitted as part of this application process is true. I understand that submission of this application does not guarantee reinstatement of my aid. I further understand that if approved an exception has been made by the committee, to a University policy, on my behalf. I will be on Financial Aid Probation and will receive Title IV funds for one (1) payment period. I understand that I must meet the SAP standards or the requirements of my established “Recovery/Academic Plan for Success” after the appeal period in order to continue to receive federal student aid.
Final checklist for student use–
Make certain your SAP Application is complete:
☐ One – SAP Requirements
☐ Two – Circumstance
  ☐ Nature of Circumstance and supporting documents
  ☐ Letter of Circumstance
☐ Three – Attached “Recovery Plan” – Academic Plan for Success
☐ Four – Academic Adviser’s Assessment
☐ Adviser’s Signature and campus telephone number
☐ Student’s Signature and completion date.
All have been provided: ☐ Your signature  ☐ Academic Adviser’s Signature
☐ Letter of Circumstance ☐ Supporting Documentation

You will be notified if additional information is required and of the status of your request. Please monitor your financial aid alerts and aid package via myWCU for your current status.