



Title IV Federal Student Aid
Satisfactory Academic Progress Appeal and
Financial Aid Academic Recovery Plan

Spring 2021
February 12, 2021

Requirements:

In order to receive and remain eligible for Federal Title IV financial aid, students must progress towards the completion of their program of study at a rate that will ensure graduation in a reasonable length of time. Federal Title IV financial aid includes, but is not limited to, Pell grant, TEACH grant, Direct Stafford student loans, Nursing loan and PLUS. West Chester University has established a policy utilizing both qualitative (grade-based) and quantitative (time-based) measures required by the U.S. Department of Education as follows:

- 1. Students must successfully complete at least 67% of all credits attempted when progress is evaluated by the University at the end of each Spring semester**
- 2. Students must earn a minimum cumulative GPA**
 - a. Undergraduate: Must earn a 2.0 GPA by the end of the fourth semester of enrollment and in each subsequent year of enrollment**
 - b. Graduate: Must earn a 3.0 GPA by the end of the fourth semester of enrollment and in each subsequent year of enrollment**
- 3. Students must not exceed 150% of the published number of credit hours for your program. For example:**
 - a. Undergraduate majors requiring 120 credit hours will not be eligible for financial aid after exceeding 180 attempted credit hours ($120 \times 1.5 = 180$).**
 - b. Graduate majors requiring 48 credit hours will not be eligible for financial aid after exceeding 72 attempted credit hours ($48 \times 1.5 = 72$).**

Any student who does not meet the satisfactory academic progress requirement is notified and has the option to appeal. The submission of an appeal application DOES NOT GUARANTEE the reinstatement of cancelled aid. **You are strongly encouraged to make payment arrangements with the Bursar's Office while your appeal is being reviewed, as billing deadlines are not adjusted.**

Note: The Pennsylvania Higher Education Assistance Agency (PHEAA) has separate progress requirements and their appeal process is found on the University website and at www.pheaa.org

Instructions:

Complete the entire appeal application as instructed throughout the packet.

Examples of acceptable circumstances that may warrant an appeal include:

1. The death of an immediate family member (parent, spouse, sibling, child)
2. Serious illness 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 for whom the student was a caregiver
4. Significant trauma in the student's life that impaired his/her health
5. Other documented unexpected circumstances beyond the student's control

NOTE: Documentation from a **third-party** (doctor's note or other on professional letterhead) must accompany the letter of circumstance or the appeal will be returned.

Process:

1. Appeal form can be found at https://www.wcupa.edu/_SERVICES/FIN_AID/
2. Student must make an appointment to meet with a financial aid counselor to review the completed appeal application and documentation. Completed appeals and meeting requests can be sent via email to finaid@wcupa.edu.
3. If the appeal application is not complete, it will be returned to the student for completion and another appointment with the counselor will be made
4. The financial aid counselor will approve the appeal or defer decision to the Appeal Committee
5. Please allow up to 14 business days if a decision is deferred to the Appeal Committee

Results:

The student is notified in writing regarding the result of the appeal request:

1. If the appeal is approved, then financial aid will be awarded for **one semester or payment period**, which is considered financial aid probation
 - a. academic progress will be reviewed after the appealed semester; financial aid will not be approved for any future semester until progress is met, unless otherwise approved by the counselor after grades are reviewed
2. If the appeal is denied, the student may enroll but is responsible for any balance owed to the University

**Federal Student Aid Satisfactory Academic Progress
Appeal Application and Financial Aid Academic Recovery
Plan
Spring 2021**

***DEADLINE FOR APPOINTMENT AND SUBMISSION:
February 12, 2021***

Name

WCU I.D. Number

Phone #

Email

**Have you ever previously submitted a financial aid appeal?
If yes, when?**

Section 1: Satisfactory Academic Progress (SAP) Requirements

Satisfactory Academic progress was not met because (Check all that apply):

- ☐ 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, F, AU, Z or NG** was earned)
- ☐ I do not have a cumulative grade point average (GPA) of at least 2.00 (3.0 for graduate students) at the end of the fourth (4th) term (includes winter and summer sessions)
- ☐ I have attempted more than 150% cumulative credits –***complete sections 1, 3, and 6 only***

Section 2: Circumstance for Appeal

NOTE: *Lack of awareness of the Financial Aid Satisfactory Academic Progress Policy is not a sufficient reason to apply for an appeal*

Check the category or categories that pertain(s) to your circumstance:

- ☐ **The death of an immediate family member (parent, spouse, sibling, child)**
Attach a photocopy of death certificate or notice; state the relationship of the deceased to you in Letter of Circumstance
- ☐ **The serious illness or injury of the student**
Attach a statement from a physician and or counselor or hospital discharge note; explain the nature and dates of the illness or injury in Letter of Circumstance
- ☐ **The serious illness or injury of immediate family member**
Attach a statement from a physician or a hospital discharge note; explain the nature and dates of the illness or injury in Letter of Circumstance
- ☐ **Significant trauma in the student's life that impaired the student's emotional and/or physical health**
Provide documentation from a physician, counselor or third-party professional; details must be fully explained in Letter of Circumstance
- ☐ **Other unexpected documented circumstances beyond the student's control**
Provide documentation from third-party professional and fully explain situation in Letter of Circumstance. Please note, circumstances beyond the student's control may include COVID-19 related disruptions but may not be the only reason for appeal.

Section 3: Letter of Circumstance Requirements:

- a. The Letter of Circumstance must be typed or written on a separate page and attached to this form
- b. Describe, in detail, how the events in Section 2 impacted your academic performance and prevented you from making satisfactory progress
- c. Describe other responsibilities you have while attending WCU
- d. Describe, in detail, how the circumstance is now resolved and explain the measurable steps you are currently taking to prevent the situation from negatively impacting your academic performance in the future

Section 4: Financial Aid Academic Recovery Plan—Financial Aid Counselor Section

Students seeking financial aid are required, by federal law, to make financial aid satisfactory academic progress (SAP). The West Chester University Financial Aid Office is committed to engage students with appropriate services to help ensure academic success and continued financial assistance.

Counselor Note: Section should be completed at the time of meeting with student to discuss appeal.

Student Information

Name: _____ ID# _____

To be Completed by Financial Aid Counselor:

1. Student's current cumulative GPA:
2. Student's current completion rate:
3. Student's anticipated graduation date:
4. Semester student began academic difficulty:
5. Is the student currently on academic probation?
6. What specific goals have the counselor and student made to encourage academic success?
7. Has the student used or plans to use the Learning Assistance Resource Center (LARC) or other academic assistance resources (please describe)?
8. Length of time necessary for GPA requirements to be met:
9. Length of time necessary for pace/completion requirements to met:
10. Length of time necessary for graduation:

Additional Comments:

Counselor Signature:

Date:

Section 5--Student Certification—Appeal will not be reviewed until this section is complete

Student must initial each item (appeal will NOT be reviewed until this is complete)

____I understand that the reason that I am not making SAP is that I either did not successfully meet the 67% cumulative completion rate, or that I did not meet the required cumulative GPA requirement.

____I certify that all information and documentation in this appeal packet is true, accurate and complete.

____I understand that providing false, incomplete, or inaccurate information is a dishonesty violation of the West Chester University Code of Conduct, and that my appeal will be denied.

____I understand that the Financial Aid Counselor/Appeal Committee will review financial aid records, academic records and conduct records on file at West Chester University

____I understand that if approved, I will receive federal financial aid for one semester ONLY

____I understand that if the appeal is approved, I must successfully complete 100% of all credits attempted in the appealed semester (grades of F, Z, W, AU and NG are not considered "successfully" completed), or I will not receive aid in the next semester after the appealed semester; I further understand that if it is determined that I will need than more than one semester to re-establish SAP, that I must submit an Academic Recovery Plan (ARP) from my academic advisor to the Financial Aid Office, and that my eligibility for aid in the semester after the appealed semester will be determined by the financial aid counselor.

____I understand that I may appeal a second time *only* for a reason NOT related to the circumstances of the first appeal. A second appeal will automatically go to the Appeal Committee for review.

Student Signature_____Date_____

Section 6—For Students Exceeding the 150% Credit Limit ONLY:

Financial Aid Counselor Section: Section to be completed by Financial Aid Counselor at time of meeting with student.

Number of credits needed for graduation:

Number of semesters required to complete degree:

Anticipated graduation date:

Has student utilized academic resources to ensure graduation? Please explain:

Student Certification:

I certify that all information and documentation in this application is true, accurate and complete. I understand that submitting false, incomplete or inaccurate information is a dishonesty violation of the West Chester University Code of Conduct and that my appeal will be denied. I agree with the information provided by my academic advisor and will adhere to the schedule of credits taken to complete my degree. I further understand that my academic progress and plan will be reviewed at the end of the appealed semester and a new academic plan from my advisor must be submitted to the Financial Aid Office if there is any deviation from the plan or if a grade of F, W, Z, NG or AU is received during the appealed semester. I understand that a financial aid counselor may request an interview to discuss the academic plan or academic progress.

Student Signature: _____

Date: