

Satisfactory Academic Progress (SAP) Appeal

Student's Name _____ Student ID _____
Last First

Semester for which you are submitting an appeal: Fall 19 Winter 19-20 Spring 20 Summer 20

Students who have been placed on Financial Aid Suspension due to failure to meet requirements for Satisfactory Academic Progress (SAP) may submit an appeal in order to request to regain eligibility for financial aid. By submitting a SAP Appeal, you are requesting **extenuating or unusual circumstances** (death in family, illness, situation that are beyond student's control) be considered in order to have your financial aid eligibility reinstated.

The SAP Committee will review your appeal and supporting documentation. Letters of recommendation from instructors and additional documentation may be requested. The letters and documentation become a part of your confidential record and will be destroyed four years from the last date of attendance. You will be advised in writing of the final determination of the committee.

APPEAL OUTCOMES

Appeal Approval	If the appeal is approved, financial aid will be reinstated and you will be placed on Financial Aid Probation . During the Financial Aid Probation period, you will be required to meet all stipulations within the <i>Academic Recovery Plan</i> established with your Academic Advisor during the appeal process. Failure to do so may result in suspension of financial aid until you are back in good standing.
Appeal Denial	You will remain on Financial Aid Suspension and ineligible for financial aid until you are back in good standing.

INSTRUCTIONS

No later than two weeks following the notification of your Financial Aid Suspension, submit a letter together with all required supporting documentation as outlined below:

- Copy of this SAP Appeal cover sheet indicating the semester for which you are appealing for eligibility
- *Academic Recovery Plan* signed by you and your Academic Advisor or School Dean
- Copy of your most current *Degree Plan*
- Letter outlining the mitigating circumstances that prevented you from meeting SAP requirements (e.g. death in the family, student illness or injury, other personal circumstances). Mitigating circumstances do not include: withdrawing from classes to avoid failing grades, pursuing a second major or degree, etc.
- Documentation that supports your basis for the appeal
- Steps you have taken/will take to ensure future academic success (e.g., counseling, tutoring, Academic Achievement, etc.)
- Anticipated graduation date

ADDITIONAL INFORMATION

- If you have been placed on **academic suspension**, you must be readmitted to Wayland Baptist University before a SAP appeal will be evaluated.
- If you are appealing because you have reached the maximum number of credits attempted for your program, submit a copy of your approved degree plan signed by your advisor and the Registrar.
- Before a SAP appeal will be considered, you must have a current Free Application for Federal Student Aid (FAFSA) on file.
- Appeals may take 2 to 4 weeks for review and decision.
- Appeals will NOT be considered for the current semester after the third week of class.
- Appeals to receive aid eligibility for prior semesters will NOT be considered.

- - - Include this document as a cover sheet for your SAP Appeal and supporting documentation - - -