



WESTERN MICHIGAN UNIVERSITY

STUDENT NAME: _____
WIN: _____
DAYTIME PHONE: _____
ADDRESS: _____
CITY, STATE, ZIP: _____

WMU Student Financial Aid
1903 W Michigan Ave
Kalamazoo MI 49008-5337
(269) 387-6000
finaid-info@wmich.edu

ACADEMIC PROGRESS APPEAL

A recent review of your academic history indicates you did not meet one or more of the standards of satisfactory academic progress (SAP) and are not eligible for financial aid. You may appeal to have your eligibility reconsidered. For information about the SAP policy, visit wmich.edu/finaid/pdf/non-year/sap.

The appeal process is an opportunity to present your reasons for not meeting the eligibility requirements, and your plan for getting back on track. If you wish to appeal your current status and have your financial aid eligibility reconsidered, you must submit your appeal by the deadlines listed below. You must include your name and WIN at the top of all documents. Submitting this appeal does not guarantee approval or that your financial aid will be reinstated.

PLEASE NOTE: AN INCOMPLETE APPEAL WILL BE AUTOMATICALLY DENIED.

APPEAL DEADLINE DATES

JULY 15 To receive aid for the summer II session.	OCT. 1 To receive aid for the fall semester.	MARCH 1 To receive aid for the spring semester.	MAY 15 To receive aid for the summer I session.
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***Deadline dates that fall on a weekend or a holiday will be dated the following business day.*

PART I: Reason for Appeal (check all that apply):

- 1. I have not completed 67 percent of the credits I have attempted at WMU.
- 2. I have exceeded 183 undergraduate attempted credit hours - you will need to include your graduation audit.
- 3. I do not have a cumulative GPA of at least 2.0.

Part II: Appeal Information Required – YOU MUST SUBMIT ALL OF THE FOLLOWING:

- A completed Academic Appeal Form (this form) with your name, WIN, signature and date.
- A typed, detailed statement explaining why you are not making satisfactory academic progress. Please include:
 - An explanation of the extenuating circumstances that prevented academic progress.
 - Explain your entire academic history for non-passing grades such as E, X, I and W or maximum credits.
 - A clear plan of action describing how academic progress has and/or will improve.
 - If you checked #2 and are over your maximum attempted hours, you must include a completed graduation audit with your appeal.
 - You must include in your typed statement a timeframe for what classes remain and when you plan to take them.
 - If you do not have a completed audit, you must submit a copy of your approved Degree Works plan.
- Supporting, third party documentation (examples may include: letter from instructor, advisor, doctor, parents, obituary, therapist, employer, etc.). Documentation must be specific and support your reason for not making satisfactory academic progress for the semester/session in which you are turning in your appeal.
- Make sure your name and WIN is included on all documents.

I understand that this appeal is for financial aid purposes only. I also understand that appeals are usually reviewed within 10 business days from the time the completed appeal is received. I understand that I am responsible for any university bills (including late fees) that may be assessed to my account, regardless if my appeal is approved or denied. I understand that appeals turned in after the semester deadline (listed above) will be reviewed for the following semester. To the best of my knowledge, all of the information provided with my appeal is complete and correct.

STUDENT SIGNATURE: _____ DATE: _____

Return your completed form to Bronco Express on the lower level of the Bernhard Center. You may also email or mail to the address above. Be sure to include your name and WIN on all pages. Any appeal submitted without all required documentation will be denied.