



Student Financial Aid
Satisfactory Academic Progress Appeal Form

Student's Full Name: \_\_\_\_\_ ID #: \_\_\_\_\_
Phone #: \_\_\_\_\_ Academic Year Requesting Reinstatement: \_\_\_\_\_
Select the term for which you are requesting reinstatement: [ ] Fall [ ] Spring

SECTION A: If your failure to maintain satisfactory academic progress was a result of GPA, completion rate or failure to meet previously assigned stipulations, AND was directly impacted by mitigating circumstances, you may appeal the denial of your Federal financial aid by completing the following (incomplete appeals will be denied):

- Part 1: Letter of Explanation- Along with this form, submit a typed letter of explanation detailing the mitigating circumstance(s) that prevented you from maintaining satisfactory academic progress. Your letter must include how the circumstance prevented you from meeting satisfactory academic progress during the timeframe you failed standards and how your situation has changed and will no longer affect your academic performance.
Part 2: Supporting Documentation- Select your mitigating circumstance below that contributed to your failure to maintain satisfactory academic progress AND submit the appropriate supporting documentation.
o Medical: Attach documentation from a medical professional from whom you have received advice or treatment.
o Death/Illness: If the death or illness of an immediate family member contributed to your lack of academic progress, please attach appropriate copies of medical records, death certificate, obituary, etc.
o Other Circumstances: Submit official documentation applicable for your specific circumstance (not listed above).

SECTION B: If your failure to maintain satisfactory academic progress was due to maximum timeframe requirements, complete the following steps to appeal for Federal aid eligibility (incomplete appeals will be denied):

- Part 1: Letter of Explanation - Provide a typed letter detailing the reason(s) why you have attempted over 165 hours (including transfer work) and have not completed your degree program within six years.
Part 2: Program Evaluation - Submit a copy of your program evaluation with written graduation date signed by your academic advisor.

Student Certification: I certify the information provided within my appeal is complete and accurate. I understand that submission of an appeal does not guarantee approval. If approved, I understand that I must adhere to the stipulations given to me for continued financial aid eligibility. I understand that incomplete appeals will be denied and acknowledge all deadlines. I understand that I am responsible for payment on my account if my appeal is received after the deadline or if my appeal is denied. I understand the decision of the Satisfactory Academic Progress Review Committee is subject to federal and institutional policies and is final.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Washington College complies with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et seq., and subsequent regulations, which prohibit discrimination on the basis of sex in all programs and activities receiving federal financial assistance. In the event that the information you share in this appeal process is subject to a Title IX violation, it is mandated that any Washington College employee must report that disclosure to the University's Title IX Coordinator.