

IMPORTANT APPEAL INFORMATION

- You are limited to **2** SAP appeals per academic career level (i.e. Undergraduate, Graduate) **NO EXCEPTIONS.** Appeals are reviewed by the Financial Aid Appeals Committee and decision of the committee is **FINAL.**
- Both the Academic Plan and SAP Online Counseling **MUST** be completed.
- **Allow 15 working days for notification of Committee's decision once appeal is submitted.**
- **YOU** are responsible for checking on the status of your appeal on your TOPNET account or email.
- Appeal Forms will not be reviewed and will be returned to you, if you owe a balance to WKU for a previous term and/or have a University hold (i.e. financial, academic, judicial).
- Appeal Forms not completed correctly or entirely, will be returned to you.
- Appeals submitted without proper supporting documentation will be denied. It is your responsibility to provide documentation as indicated on appeal. Supporting documentation must coincide with the time period in which the academic deficit(s) occurred.
- You may not appeal for the following circumstances:
 - need for financial aid or lack of knowledge that your aid was in jeopardy
 - unfair/incorrect grade for a class or improper advising
 - living situation is not conducive for academic success
 - childcare or daycare problems
 - transportation issues
 - problems with web based or independent learning classes
 - work related issues
- If your appeal is approved, any aid that you may receive could be delayed since your unsatisfactory academic progress has/had delayed the awarding process.
- If your appeal is approved, you must earn at least 2.0 (3.0 for graduates) GPA for the semester AND earn 100% of the credit hours for which you are awarded aid. (Ex. If you get aid for 12 hours, you must earn 12 hours).
- You are responsible for any payment due while the appeal is being processed. If your appeal is denied, you are responsible for full payment of university charges.
- If your appeal is **DENIED**, to regain financial aid eligibility you must meet the following requirements before aid can be reinstated:
 - (1) earn at least 6 credit hours at your own expense AND
 - (2) meet the minimum qualitative and quantitative requirements listed below

Qualitative Requirements: See table below:

Total HiEd or WKU Quality Hours		Cumulative GPA WKU GPA
Undergraduate	1 – 17	1.7
Undergraduate	18 – 33	1.8
Undergraduate	34 – 50	1.9
Undergraduate	51 or greater	2.0
Graduate	1+	3.0

Quantitative Requirements: Student's overall GPA hours must be at least 75% of their overall hours attempted.

2 APPEALS ALLOWED PER ACADEMIC CAREER LEVEL (i.e. Undergraduate, Graduate) NO EXCEPTIONS



Student Financial Assistance
1906 College Heights Blvd, #11018
Bowling Green, KY 42101-1018
Phone 270-745-2755 FAX 270-745-6586

APPEAL FOR TITLE IV FINANCIAL AID

This appeal does not apply to Academic Scholarships

NOTE: The appeal form and supporting documentation must be submitted to SFA at least **15 working days** prior to the first day of the semester for which financial aid is desired. Appeals received after this date may not be reviewed in time to meet the University's billing schedule. Allow at least **15 working days** for notification of the Appeal Committee's decision regarding your appeal. If your appeal is denied, it will be your responsibility to pay your University bill including any late charges.

SECTION I. GENERAL INFORMATION (to be completed by student)

Please Print Name _____ Student ID or SS# _____

Phone No. _____ WKU E-mail Address _____

Local Mailing Address _____

Street City State Zip

I am appealing for the _____ Semester/Term

Anticipated Graduation Date _____ My Major is _____

Other Colleges Attended (Name and dates attended) _____

SECTION II. Under which condition are you appealing for reinstatement of your Federal financial aid eligibility?

Excessive Hours: Exceeding the maximum time frame for your degree program. (Bachelor's Degree and have in excess of 180 quality hours or an Associate's Degree and have in excess of 90 quality hours) **You must:**

- (1) attach a copy of your (ICAP) or degree program signed by your advisor and department head
- (2) provide class schedule enrollment for semester of appeal.

Your appeal will not be considered if both documents are not provided

Withdrawal (below part-time from prior semester) or **Non-attendance** (resulting in all F grades). Please read **IMPORTANT APPEAL INFORMATION** and continue to **SECTION IV**.

Extenuating Circumstances (previously on Academic Warning or approved first appeal). Please read **IMPORTANT APPEAL INFORMATION** and continue to **SECTION III and SECTION IV**.

By signing this form, I certify that I have read and agree to: 1) I must be officially enrolled for the semester/term for which I am appealing. 2) If my appeal is denied, I am responsible for full payment of fees. 3) I am responsible for any payment due while my appeal is being processed. 4) I am responsible to see that all my application materials have been submitted. 5) I have read and agreed to the WKU SAP standards. 6) If my appeal is approved, any aid that I may be receiving could be delayed since my unsatisfactory academic progress has/had delayed the awarding process. **7) If my appeal is approved, I must earn at least a 2.0 GPA (3.0 Graduate) for the semester and earn 100% of the credit hours for which I am awarded financial aid.**

Student Signature

Date

SECTION III. Extenuating Circumstance: Check the appropriate box which best reflects your situation. Supporting Documentation Required and should be on official letterhead and contain your name and WKU ID Number. Appeals without appropriate documentation, will be returned to you.

Personal Illness or Injury
Written statement from your physician or attending professional citing your illness or injury; how it impaired your ability to successfully complete coursework and a release to return to school (if applicable.). **Include date of onset and length of time of your illness or injury.**

Death of Immediate Family Member
Provide either an obituary, death certificate, or letter from a professional (lawyer, doctor, minister) which states **date of the death** and the individual's relationship to you.

***NOTE: "Immediate Family" refers to the following persons only:** mother/step-mother, father/step-father, brother, sister, step-brother/sister, in-laws including (father, mother, brother, sister, son or daughter), grandparents, spouse, child/step-child.

Other Unusual Circumstances
Beyond your Control
Documentation must state the date(s) during which these circumstances occurred and their effect on your academic performance.

SECTION IV. THIS SECTION IS REQUIRED FOR THE APPEAL PROCESS. Must provide statements for areas A, B, and C or appeal will be returned to you. Attach additional pages if necessary (include name and WKU I.D.#).

A. Please submit a written/typed, detailed statement indicating the reason(s) you failed to meet the Satisfactory Academic Progress (SAP) requirements following your semester of Academic Warning.

B. Please submit a written/typed, detailed statement indicating how your situation has changed to allow you to meet the SAP requirements.

C. Please submit a written/typed, detailed statement indicating what plans are in place for you to meet the requirements for SAP and be successful in future semesters.

FOR OFFICE USE ONLY

RRAAREQ _____ Enrolled Hrs Current _____ Next Term _____ ROASTAT Current _____ Changed to _____

SHATERM Earned Hrs _____ GPA Hours _____ GPA _____ SGASTDN _____ TSAAREV _____ SOAHOLD _____

RHACOMM _____
