

2011-12 Satisfactory Academic Progress Appeal Process

Financial Aid Satisfactory Academic Progress

If you do not meet financial aid satisfactory academic progress (SAP) standards, you are not eligible for financial aid and must submit a SAP Appeal to request financial aid consideration. Federal regulations require the Financial Aid Office to apply standards to ensure that you are successfully progressing through your program of study in a reasonable amount of time. Maintaining SAP is not only important for academic success, but it is also a key factor in minimizing your student loan debt.

STEPS TO FILE AN APPEAL

1. Complete the [Satisfactory Academic Progress Appeal and Academic Action Plan](#) form
2. Attach a one-page [Explanation Statement](#) and relevant supporting documentation
3. Attach a copy of your completed [STARS Degree Audit and/or STARS Plan of Work](#) as required
4. Use the [STARS GPA Calculator](#) to answer the questions on the SAP Appeal form
5. **IF** this is not your first SAP appeal you must also attach a [Student Improvement Plan](#) signed by your advisor

Submit all documents to the Financial Aid Office. You may submit your appeal at any time.

The last day to submit an appeal for aid the following semesters:

FALL 2011: November 28, 2011 WINTER 2012: April 2, 2012 SPRING/SUMMER: June 18, 2012

- Log into STARS at <https://stars.wayne.edu>
 - Update, review and print your STARS Degree Audit or STARS Plan of Work as required
 - Compute and click on "Output" to print the results of your STARS GPA Calculator
- Remember to include your *Name* and *Student ID* on all documents submitted to the Financial Aid Office

Satisfactory Academic Progress Standards

Student academic progress is measured at the end of each semester against the following standards: cumulative grade point average (GPA), completion percentage (pace) and maximum time frame. Note that both pace and maximum time frame are measured in credit hours only, regardless of full time or part time attendance.

Cumulative Grade Point Average (GPA): 2.0 for undergraduate and PharmD programs, 3.0 for most graduate programs

Pace of Progression (completion percentage): At least 67% of all credit hours attempted must have successfully passing grades. The pace of progress is calculated by dividing cumulative hours that you have successfully completed by the cumulative hours you have attempted.

Maximum Time Frame: Undergraduate and graduate students must complete a degree or certificate program in no more than 150% of the average published length of the program in credit hours. For example:

Undergraduate degrees require a **minimum** of 120 credit hours

Attempted credit hours must be 180 or less (120 credits x 150% = 180 credits)

The complete Satisfactory Academic Progress Policy is available on our website at www.finaid.wayne.edu.

Appeal Decision Notification

A decision concerning your appeal will be emailed to you and posted on Pipeline, under the financial aid tab.

Appeals will be reviewed on a rolling basis. We will make every effort to make a decision within 10 business days.

Student Support Services

We encourage you to utilize the WSU resources available if you are struggling to maintain satisfactory academic progress.

Academic Success Center - www.success.wayne.edu

Student Disability Services - <http://studentdisability.wayne.edu>

Academic Advising - www.advising.wayne.edu

Counseling & Psychological Services (CAPS) - www.caps.wayne.edu



Office of Student Financial Aid

The Welcome Center • 42 West Warren • Detroit, MI 48202 • (313) 577-3378 • Fax: (313) 577-6648
 Web: www.finaid.wayne.edu • Check the status of your aid at www.pipeline.wayne.edu

ACASAP

2011-12 Satisfactory Academic Progress Appeal and Academic Action Plan

Name: _____ 9-digit Student ID# _____

Daytime Phone (_____) _____ WSU E-Mail Address: _____

Indicate the circumstances beyond your control that caused your academic progress to be unsatisfactory:

Reasons for Appeal	Required Documentation
<input type="checkbox"/> Personal illness or injury <input type="checkbox"/> Personal crisis <input type="checkbox"/> Illness of a family member <input type="checkbox"/> Death in the family <input type="checkbox"/> Other	<input type="checkbox"/> Attach a one-page explanation about what happened and what has changed Your explanation MUST include the following: A. Explain what happened - why you were unable to maintain satisfactory progress B. Explain what has changed - the corrective measures you have taken or will take to achieve and maintain satisfactory academic progress. IF this not your first appeal: Your explanation statement must include information about what has changed since your last appeal. You MUST also attach a Student Improvement Plan signed by your advisor. Include your name and student ID at the top of your explanation page. Lack of awareness of withdrawal policies, requirements for satisfactory academic progress, or unpreparedness for college coursework, will not be accepted as reasons for the purpose of an appeal. <input type="checkbox"/> Attach any relevant supporting documentation, which may include a doctor's statement, copy of hospital/urgent care/physician's bill, obituary, funeral notice, or death certificate.
<input type="checkbox"/> Original grade was lower than current changed grade	<input type="checkbox"/> Attach an explanation stating the semester, class completed, and date of completion. You also MUST submit this appeal and complete all of the requirements of the Academic Action Plan.

Academic Action Plan

<input type="checkbox"/> If you are exceeding the maximum time frame Please review our repeat coursework policy.	<ol style="list-style-type: none"> 1. Review, print and attach your complete STARS Degree Audit - https://stars.wayne.edu. ➤ The Degree Audit must indicate what courses are needed to graduate, and when these will be taken 2. Update, review and attach your completed STARS Plan of Work - https://stars.wayne.edu. ➤ Enter your anticipated graduation date: _____ Note: If your appeal is approved, aid can only be used to pay for courses <u>required</u> for your degree or eligible program.
<input type="checkbox"/> If you are below the minimum GPA and/or below the pace of progression (completion percentage)	<ol style="list-style-type: none"> 1. Update, review and attach your completed STARS Plan of Work at https://stars.wayne.edu. 2. Compute and enter the results of your STARS GPA Calculator below. 3. My GPA will reach 2.0 or 3.0 by _____ if I maintain _____ GPA per term. <div style="text-align: center; margin: 0;"> TERM YEAR </div> My pace will reach 67% by _____ if I pass _____ credits per term, AND <div style="text-align: center; margin: 0;"> TERM YEAR </div> My Total Attempted & Transfer credits will equal _____

Appeals must be submitted before the term is over. Aid cannot be reinstated retroactively for a prior term.

Submission of this appeal form does not guarantee approval. If your appeal is approved, you are on financial aid probation and if you follow your academic action plan, you will be eligible for aid. If your appeal is denied, you are not eligible for financial aid and you will need to use alternative financial resources to attend Wayne State until you meet SAP standards.