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## 2024-2025 Satisfactory Academic Progress Suspension Appeal Instructions

**ONLY Submit Page 3 of this form with your Letter and Documentation**

### Instructions:

The SAP Appeal Committee meets three times per year and decisions are sent to students via email notification to the student's myWilmU email address within one-week of the committee meeting.

Your appeal is due no later than the dates below if you wish to have your appeal reviewed for ~~the~~ **spring** semester.  
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### The Appeal Process:

- x Appeals will be evaluated by a Committee consisting of staff members from throughout the university.
- x The decision made by the Appeals Committee is FINAL
- x If your SAP Appeal is DENIED, you may submit another appeal for the next semester. The most common reason that Appeals are denied is because they did not include documentation to confirm the explained circumstances
- x If your SAP Appeal is approved, you will be mailed a copy of an academic plan that is personalized for you. ~~US~~ **MUST** sign and return the Academic Plan letter to the Financial Aid Office to have your financial aid processed.
- x Academic Plans may be granted for multiple semesters based on the time the committee calculates it will take the student to reach the SAP standards for his/her grade level. However, you **MUST** show improvement each semester to continue to receive financial aid on the academic plan.

### Appeal Requirements:

- x You must be able to adequately document your circumstances
- x You must prove that the circumstances affecting your ability to perform academically have changed and thus you will have the potential to improve your performance in the upcoming ~~term~~ **year**

		<p>For death, a copy of death certificate or funeral card/obituary is acceptable          For employment, letter from employer, copies of employment documents and emails are acceptable.</p>
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Please feel free to contact the financial aid office with any questions about the appeal process. The Student Success Center can also help students write appeal letters and determine the type of documentation to submit.

## 2024-2025 Satisfactory Academic Progress Suspension Appeal

This page is a template for how to write your Appeal Explanation Statement

**DO NOT SUBMIT**

You are strongly encouraged to use this information as a template to guide how you will compose the typed statement that is to be attached to the Appeal cover sheet form.

### Introduction:

Explain when your academic progress suffered the most. Refer to your transcript to see the semester(s) that have the most failures or withdrawals and introduce what was going on in your life during that time that affected your ability to succeed academically.

### Body:

This is where you can give some details about the circumstances and their affect on your ability to do well in your classes. One or two paragraphs are sufficient to give the committee an idea of what happened and how it affected you.

You should also discuss how you have overcome these circumstances since the time that has passed and how your situation has changed in a way to allow you to be successful academically.

### Conclusion:

Discuss your plan of action to improve your academic standing. Will you repeat failed courses? Reduce your course load each semester? Use the Student Success Center for tutoring or writing help? Budget time for studying? Include any other information to convince the committee that you can be successful if your appeal is approved.

### Keep in Mind:

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