



## SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

### Deadline for Appeal Form:

Summer Semester– Due ASAP

Fall Semester – June 1<sup>st</sup>

Spring Semester – January 4<sup>th</sup>

Please use this form, along with required supporting documentation to appeal the denial of your financial aid eligibility resulting from your failure to meet UC's minimum standards for Satisfactory Academic Progress (SAP). Only valid appeals with documented extenuating circumstances will be considered and reviewed by the Financial Aid Appeals Committee. **A valid appeal includes appeal form, appeal statement, and all required documentation to support extenuating circumstances that have affected your academic progress.** All forms and documentation must be submitted by the deadline (NO EXCEPTIONS). Incomplete appeals will not be reviewed and automatically denied. You will be notified via letter once an appeal decision has been made. ***If you were academically dismissed from the University, please be advised the Financial Aid appeal process is separate from the Academic appeal process.***

Student's Name \_\_\_\_\_ Student's ID# \_\_\_\_\_

### DESCRIPTION OF EXTENUATING CIRCUMSTANCES AND REQUIRED DOCUMENTATION

#### PERSONAL INJURY, ILLNESS, PHYSICAL DISABILITY, OR VICTIM OF A CRIME

REQUIRED DOCUMENTATION (PLEASE ATTACH)

- Student statement detailing circumstance impairing performance and why future academic performance will not be impaired by circumstance.
- If victim of a crime: copy of police report of incident in which student was a victim.
- If injury, illness or disability: statement from healthcare provider detailing the medical condition that impaired academic performance. The statement should specifically address the following:
  - Student's limiting medical condition and timeframe for which conditions existed.
  - How the condition may have impaired academic performance.
  - How the student has rehabilitated to such an extent that the medical condition should not significantly impair future academic performance.

#### DEATH/ ILLNESS OF IMMEDIATE FAMILY MEMBER

REQUIRED DOCUMENTATION (PLEASE ATTACH)

- Student statement detailing circumstance impairing performance and why future academic performance will not be impaired by circumstance.
- If illness of immediate family member: statement from doctor detailing medical condition incurred by family member. Statement should specifically address medical condition and timeframe for with the condition existed.
- If deceased: copy of death certificate.

#### SEPERATION/DIVORCE

REQUIRED DOCUMENTATION (PLEASE ATTACH)

- Student statement detailing circumstance impairing performance and why future academic performance will not be impaired by circumstance.
- Copy of separation or divorce decree (parent or student).

#### OTHER EXTENUATING CIRCUMSTANCES NOT LISTED ABOVE

REQUIRED DOCUMENTATION (PLEASE ATTACH)

- Student statement detailing circumstance impairing performance and why future academic performance will not be impaired by circumstance.
- If other extenuating circumstances: relevant documentation to support the student statement

*Please note: All documentation should include the student's name and relate to the specific period of time during which the student's academic performance failed to meet UC's minimum standards for SAP. All Third Party documents must be on letterhead or an official form and include an official signature.*

**304-357-4944 | WWW.UCWFV.EDU/ADMISSIONS/FINANCIAL-AID**

## **STUDENT APPEAL STATEMENT**

**List the circumstances that contributed to your academic problems.**

**List the changes in your circumstance that will permit you to focus on your future academic performance.**

**List the steps you will take to improve your academic performance**