



Student Name:		Student ID:	
Phone Number:		Date:	

PLEASE SELECT THE SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARD THAT YOU ARE NOT MEETING (CHECK ALL THAT APPLY):

- Qualitative:* cumulative WOU GPA below 2.00
  - Quantitative:* pace of course completion below 66.67%
- 1) ATTACH any relevant documentation of the circumstance that prevented you from meeting SAP (e.g. medical records).
  - 2) ATTACH a **detailed** written and signed explanation of the circumstances that caused you to either fall below a 2.0 GPA or fall below 66.67% on your pace of course completion (number of earned credits (divided by)/ number of attempted credits) and what has changed that will allow you to meet our SAP standards by next spring term.
  - 3) Indicate whether your circumstance met the following criteria by checking each box below that applies:
    - Extraordinary
    - Beyond your control
    - Interfered with your ability to perform academically
    - Documented
    - Remedied
  - Maximum Timeframe: attempted 225^ undergraduate credits**
    - 1) ATTACH a signed statement which explains why you have accumulated so many attempted credits without earning your degree.
    - 2) ATTACH a Financial Aid Maximum Timeframe Course Plan showing the remaining credits you must complete to earn your degree. **This Course Plan must be signed by your current officially assigned academic advisor and must include a print-out of your current DegreeWorks.**

<sup>^</sup>Note: if your degree requires more than 180 credits to complete, your maximum timeframe may be different. Please contact the financial aid office for more details.

The outcome of your Satisfactory Academic Progress Appeal will be communicated to you in writing and sent to your WOU e-mail address. Please see our Satisfactory Academic Progress Policy document at [www.wou.edu/finaid](http://www.wou.edu/finaid) for possible outcomes. Second SAP appeals that cite the same reasons as your first appeal will not be approved.

This document is available in alternative formats. Please give reasonable notice to the Financial Aid Office.

**WOU Financial Aid Office**