



Appeal Process to Regain Eligibility for Federal Financial Aid

An appeal may be submitted to the WOU Financial Aid Office if you have lost your financial aid eligibility due to failure to comply with the Western Oregon University (WOU) standards of satisfactory academic progress. (Click the link(s) at the bottom of this page to review the policy.) If you have also been academically suspended, you must first successfully petition the Registrar before appealing for financial aid eligibility.

Include the following information in your appeal for financial aid eligibility:

1. Your full name, WOU identification number and mailing address.
2. State in detail the reason(s) for not meeting satisfactory academic progress standards. (Supporting documentation may be submitted.)

If the deficiency of earned hours includes "incompletes," explain the arrangements you have made to complete those classes.

If the deficiency is from grades that will be received late, please indicate the reason (e.g., study abroad program, practicum, fire services administration program, extended session, etc.)

3. Explanation of what has changed so that academic progress standards will be met in the future and what plan is in place to ensure success.
4. If you have excessive credit hours you must explain why you have accumulated so many credit hours without attaining a degree and when you will complete your degree requirements. You must submit with your appeal a completed Academic Plan for Financial Aid (available at the financial aid office or from the documents section of the WOU Financial Aid Office web page, see link below). In addition, your on-line degree evaluation may be reviewed in making a determination on your appeal. You need to be sure your on-line degree evaluation is current. To review the on-line degree evaluation you must access your Wolf Web account, click on Student Menu, Student Records, Degree Evaluation, Degree Requirements.

You may submit your appeal via email or on paper. Please write "Appeal" in the subject line and include your full name, WOU identification number (V00....) and your current mailing address in the email. Email your appeal to finaid@wou.edu. Mail or bring appeals to Financial Aid Office, Administration Building, 3rd floor.

Western Oregon University has many resources to help students succeed. Refer to the Services for Students list on our web page for offices and resources designed to help students succeed at WOU.

A response to your appeal will be mailed to the address you include on the appeal or to the address we have in our office records.

The appeal decision by either the financial aid administrator or SAP Committee is final and cannot be appealed to another individual, group or U.S. Department of Education.

Click (or copy and paste) this link www.wou.edu/financialaid to access the Financial Aid Office web page.

SAP Policy for Undergraduates (including post-baccalaureate students)

<http://www.wou.edu/student/finaid/documents/11-12SAPPolicyforUGstudents.pdf>

SAP Policy for Graduate/Master students

<http://www.wou.edu/student/finaid/documents/11-12SAPPolicyforGRstudents021611.pdf>

Academic Plan for Financial Aid

http://www.wou.edu/student/finaid/download_docs_2011-12/Academic%20Plan.pdf

If you have any questions, please contact the Western Oregon University Financial Aid Office at finaid@wou.edu or phone 503-838-8475 or toll free 1-877-877-1593.