All appeals must be received and processed before the start of the upcoming semester.

Student name: ____________________________________________  ____________________________________________  
                  Legal First Name                        Legal Last Name

Student ID number: ______________________________  Phone number or email address

A complete satisfactory academic progress appeal includes the following and should be submitted all at once. (Students who need to appeal with the Educational Review Board can submit the same statement used for that appeal process.)

A Written Statement:
Please explain in the statement:

□ your special circumstances related to why you were not able to maintain satisfactory academic progress. The information that you provide will be kept confidential.

□ the steps you have taken or plan to take to improve your academic progress (improve your GPA and/or complete the credits that you are deficient).

□ sign and attach this form to your statement

Academic Plan:
The Office of Academic Affairs has been alerted of your need for an academic plan. To review your academic plan with our Associate Provost.

□ contact Jake Taylor at 509.777.3203 to set up an appointment with the associate provost.

Important:

➢ Students may submit a maximum of three appeal forms over their time of study here.

➢ Appeals must be submitted and reviewed prior to the start of the next semester.

➢ Your complete appeal will be reviewed by the Financial Aid Appeal Committee and you will be notified of the committee’s decision within one week. **Incomplete appeals will not be reviewed.**

The documentation submitted is an accurate account of my situation. I have consulted with the associate provost and I understand my Satisfactory Academic Progress Agreement.

Student signature ______________________   _____________Date ________________________

Complete and return this form to:

FINANCIAL AID OFFICE
300 WEST HAWTHORNE ROAD, SPOKANE, WA 99251
509.777.3215  509.777.4601 (FAX)  finaid@whitworth.edu

For Whitworth Use Only:Documents Received: ___Explanation ___Satisfactory Academic Progress Agreement FAST TRACK TO SAP Appeals Folder C:\Users\mpatrick\Downloads\SAP Appeal Form.22.docx