



Satisfactory Academic Progress Waiver Form

Process for Appeals of Satisfactory Academic Progress

Notification: The Financial Aid Office notifies financial aid applicants if they fail to meet the standards of Satisfactory Academic Progress (SAP). Once they have been notified, they have the right to appeal to the Financial Aid Appeal Committee for a waiver of these standards. A student may normally receive only ONE waiver of the standards during their academic career.

Appeal reasons: A student may base his/her written appeal on one of five reasons: medical reasons, personal reasons, language barrier, economic difficulty, or administrative error.

Appeal determination: The SAP Waiver form, any letters or supporting documentation, and medical documentation, must be made in writing to the SAP Committee, WCSU, Admissions Office, 181 White Street, Danbury, CT 06810. You can also fax to (203) 837-8338 or email to Kim DeLevie at delewiek@wcsu.edu.

Please fill out the following information:

Name _____ ID Number _____
Phone Number _____ Email _____
Overall GPA _____ Total Credits Passed _____
Have you ever appealed your SAP before to this committee? _____

Reason for the appeal (please check one):

- Medical* Personal Language Barrier Economic Difficulty Administrative Error

*If marked reason is medical, you must submit one of the following: letter from a doctor, medical bill, etc.

Please provide the appeals committee a written explanation describing your reason for the appeal. Sustaining evidence (letters, etc.) may be attached. The more complete the information you provide, the better able to make a decision the committee will be. If you need more space, please attach a separate piece of paper.

Student signature

Date

For Office Use Only

W _____ 1st Waiver
F _____ 2nd Waiver
Inc _____ 3rdWaiver

Approved Rejected
Initials _____

Approved Rejected
Initials _____