



**Enrollment Services**  
181 White Street, Old Main 206  
Danbury, CT 06810  
Phone: (203) 837-8000  
Fax: (203) 837-8011

# Satisfactory Academic Progress Appeal Form

## Process for Appeals of Satisfactory Academic Progress

*Notification:* The Office of Financial Aid & Student Employment 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 SAP Appeal Committee. A student may normally appeal these standards ONCE during their academic career.

*Appeal determination:* The SAP appeal form, letters or supporting documentation, and medical documentation, must be made in writing to the SAP Committee, WCSU, Enrollment Services, 181 White Street, Danbury, CT 06810. You can also fax to (203) 837-8011 or email request\_sap@wcsu.edu. Decision will be sent via WCSU student email only.

### Please fill out the following information:

Name \_\_\_\_\_ ID Number \_\_\_\_\_

Phone Number \_\_\_\_\_

Have you ever appealed your SAP before to this committee? \_\_\_\_\_ If yes, what academic year? \_\_\_\_\_

### Reason for the appeal (please check one):

- Medical, Injury or Illness\*       Death of Relative\*\*       Special Circumstances

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

*\*\*If marked reason is death of a relative, you must submit documentation of the event.*

**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.

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**Please provide the appeals committee a written explanation** as to what has changed to ensure progress toward your academic success in the future.

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\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date**

#### For Office Use Only

W _____	1 <sup>st</sup> Waiver _____	Total attempted hours _____	GPA _____	Fall review _____
F _____	2 <sup>nd</sup> Waiver _____	Total earned hours _____	Action plan _____	Spring review _____
Inc _____	3 <sup>rd</sup> Waiver _____	% earned _____		