



Office of Financial Aid
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2024-2025 Satisfactory Academic Progress Suspension Appeal Instructions

ONLY Submit Page 3 of this form with your Letter and Documentation

Instructions:

The SAA Appeal Committee meets three times per year and decisions are sent to students via email notification to the student's myWilmU email address within one-week of the committee meeting.

Your appeal is due no later than the dates below if you wish to have your appeal reviewed for **ifia** **sp** **re**ster.

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The Appeal Process:

- x Appeals will be evaluated by a Committee consisting of 5 members. Documentation for pregnancy related medical situations.

	<p>For death, a copy of death certificate or funeral card/obituary is acceptable For employment, letter from employer, copies of employment documents and emails are acceptable.</p>
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Please feel free to contact the financial aid office with any questions about the appeal process. The Student Success Center can also help students write appeal letters and determine the type of documentation to submit.

2024-2025 Satisfactory Academic Progress Suspension Appeal

This page is a template for how to write your Appeal Explanation Statement

DO NOT SUBMIT

You are strongly encouraged to use this information as a template to guide how you will compose the typed statement that is to be attached to the Appeal cover sheet form.

Introduction:

Explain when your academic progress suffered the most. Refer to your transcript to see the semester(s) that have the most failures or withdrawals and introduce what was going on in your life during that time that affected your ability to succeed academically.

Body:

This is where you can give some details about the circumstances and their affect on your ability to do well in your classes. One or two paragraphs are sufficient to give the committee an idea of what happened and how it affected you.

You should also discuss how you have overcome these circumstances since the time that has passed and how your situation has changed in a way to allow you to be successful academically.

Conclusion:

Discuss your plan of action to improve your academic standing. Will you repeat failed courses? Reduce your course load each semester? Use the Student Success Center for tutoring or writing help? Budget time for studying? Include any other information to convince the committee that you can be successful if your appeal is approved.

Keep in Mind:

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