



FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Student Name \_\_\_\_\_ WITT ID# \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Appeal Term (Select One) \_\_\_\_\_ Fall Semester 2020 \_\_\_\_\_ Spring Semester 2021 \_\_\_\_\_ Summer Term 2021

Appeal Process:

Initial	Information Attached to the Appeal Form
	A statement that explains the circumstance or reason you failed to meet SAP requirements. This statement must be typewritten and attached to this appeal form.
	A statement that explains what has changed in your situation that will now enable you to meet SAP requirements. This statement must be typewritten and attached to this appeal form.
	<p>Documentation that supports your written statement(s). The documentation must accompany your appeal form. Here are examples:</p> <ul style="list-style-type: none"> <li>○ If you had a mitigating circumstance (e.g., illness, injury, bereavement, etc.) that prevented you from meeting SAP requirements, you are encouraged to document the circumstance. Examples of acceptable documentation include: a statement of support from a physician, counselor, or clergy; court documents; obituaries; etc. These statements must be on company letterhead and contain a signature.</li> <li>○ If you had a non-mitigating circumstances (e.g., return to school after extended leave, change of major, additional degree or teacher certification, transfer hours, etc.), you are required to document what has changed in your situation that will now enable you to meet SAP requirements. Examples of acceptable documentation include: a statement of support from an academic advisor, faculty member, or tutor; academic transcripts from a transfer college; etc. <i>If you include statements from your Wittenberg University academic advisor or a faculty member, please be sure to ask them to email the information to <a href="mailto:sfs@wittenberg.edu">sfs@wittenberg.edu</a>.</i></li> </ul>
	If you failed to meet the Maximum Timeframe SAP requirement, you must also complete the SAP APPEAL MAXIMUM TIMEFRAME FORM. <u>Please complete this form only if you failed the SAP Maximum Timeframe requirement.</u>

**Certification Statement:** By submitting this SAP appeal and documentation, I am authorizing the Director of Financial Aid to review my academic record, my statements, and documentation to determine if I may be eligible for one term of financial aid SAP probation. I certify that the information that I have supplied through this appeal process is true and accurate. If I have submitted false statements or documentation, I understand that my appeal will be denied, and I may be subject to university disciplinary action.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_