



## Satisfactory Academic Progress Appeal Form

Name: \_\_\_\_\_  
Last First M.I. Student I.D. Western email Phone #

Please review the Satisfactory Academic Progress (SAP) Policy on the web at <http://www.western.edu/current-students/financial-aid/financial-aid-programs-available-western-state-college/satisfactory>. Your appeal will be reviewed upon submission of a completed and signed appeal request, with all supporting documentation attached.

### Reason for Appeal

- Percentage Violation** – Failure to complete 75% of coursework attempted
- GPA Violation** – Cumulative GPA below a 2.0 or 2 consecutive terms below 2.0 GPA
- Credit Limit Violation** – Exceeded the Maximum Credit Limit allowed for your class level  
If you have a Maximum Credit Limit Violation, submit a completed Projected Graduation Audit Form (insert link once form is made)
- Withdrawal Violation** – Completely withdrew from Western Colorado University

### Appeal Information

In order for an appeal to be considered, your circumstances must meet one of the criteria listed below:

**Please check the box(s) that pertains to your situation.**

- Severe illness, medical condition or injury – a signed letter from a physician on office letter head verifies this situation.
- Death of family member or close friend - death certificate and/or dated obituary from a newspaper verifies this situation.
- Other circumstance not listed above: \_\_\_\_\_ - appropriate documentation to verify your situation; if nothing is submitted your appeal may be immediately denied.

### Explanation of Appeal

Explain the circumstances that prevented you from maintaining SAP and the reasons for the basis of this appeal. Please submit this as a **separate document** and **be as detailed as possible**. One paragraph will not suffice; a well written 4 paragraph paper would be the minimum that should be submitted for an appeals process.

The minimum that needs to be explained:

- What the problem was
- When the problem occurred and how long it lasted
- How this affected your ability to complete your course work
- **The steps that you have taken to ensure that problem(s) like this will not be a factor in your future progress**

**All appeals must be submitted with supporting documentation.** The documentation should be attached to the appeal at the time the appeal is submitted. If you submit an incomplete appeal (**without documentation**) it is grounds for an **immediate denial** and will count as one of your two appeals permitted by Western. You will be notified of your appeal decision within two weeks of its submission.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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