

2024-2025 Wheeling University Satisfactory Academic Progress (SAP) Appeal Form

Student Name:	Student ID#

<u>Appeal Guidelines</u> (must be able to provide supporting documentation): A student who is no longer eligible for financial aid due to not meeting SAP requirements may appeal if unusual circumstances, as defined below, interfered with his or her ability to meet SAP standards. Appeal decisions are based on the information presented on the appeal form and the SAP criteria. Therefore, it is important that the appeal contain as much supporting documentation as possible. Lack of supporting documentation is grounds for denial of the appeal.

Check	Circumstance	Required Documentation
	Student's own mental or physical illness, injury or	Obtain medical documentation
	disability	from a licensed health care
		provider, or a letter on that health
		care provider's letterhead, which
		contains the following
		information:
		• The approximate date of onset
		of the mental or physical
		illness, injury or disability
		giving rise to the
		circumstances surrounding the
		appeal and the dates through
		which such condition
		continued
		• The general nature of the
		mental or physical illness,
		injury or disability that
		prevents or prevented you from
	Death of a familia was harrow in a in it is not at a	meeting the SAP standards
	Death of a family member or significant other	Provide a copy of the obituary or death certificate
	Illness, injury or disability of a significant person in the	
	student's life	Provide documentation (e.g. a physician's statement, police
	Student Sine	report or documentation from a
		third-party professional such as a
		hospital billing statement) related
		to the individual for whom the
		student provided care and/or
		support
	The student's own divorce/separation or the	Provide a copy of the divorce
	divorce/separation of the student's parents	decree, legal separation, petition
	_	for dissolution or an attorney's
		letter on the law firm's letterhead
	Natural disaster	Provide any supporting documents
	Student's own job loss or overtime work	Provide notification on company
		letterhead

Explanation of circumstance: Please provide specific details regardi	ng why you failed to meet SAP and what
has changed that will allow you to meet SAP this semester.	
Attach additional sheet if nec	essary
STUDENT CERTIFICATI	ION
I certify that all information submitted with this appeal is accurate a copies are unaltered and that I have appropriately obtained all suppounderstand the SAP Standards Policy and understand that submitting request will be granted. I acknowledge that I am responsible for readinformation sent to my Cardinal email account.	orting documentation. I have read and g this form does not guarantee that my
Student signature	 Date