

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

One Stop Student Services - financialaid@cwi.edu - 208.562.3000 phone - 888.562.3216 fax P.O. Box 3010 - Nampa, ID 83653 - www.cwi.edu

Federal regulations require that you meet Satisfactory Academic Progress (SAP) standards to maintain your eligibility for federal financial aid. You must make progress toward a degree/certificate according to three standards: GPA, Pace, and Maximum Credits. You can find the College of Western Idaho's Satisfactory Academic Progress Policy on our Maintaining Aid webpage.

Federal regulations allow for exceptions to the Satisfactory Academic Progress Policy, documented in a written appeal, only when extenuating circumstances existed that caused a student to fail to meet one or more of the standards.

LAST NAME	FIRST NAME	M.I.	CWI ID #	 ~OR~	XXX-XX LAST 4 DIGITS OF YOUR SSN	() PHONE NUMBER		
STUDENT SECTION SEMESTER AND YEAR INFOR	MATION							
Last Attended at CWI:			Requesting Financial Aid For:					

APPEAL INSTRUCTIONS:

- 1. Complete this SAP Appeal Form. All portions of the form must be complete.
- 2. Submit a detailed letter describing the extenuating circumstances (examples below) that prevented you from meeting SAP Standards. Explain what led to your difficulty and the specific dates, how the situation has been resolved, and what steps you will take to achieve success (Example: tutoring, fewer credits, check-ins with your advisor, etc.). If this is not your first appeal, explain how this one is different.
 - Examples of extenuating circumstances: hospitalization or medical condition of the student, unexpected death or hospitalization of an immediate family member, house fire, victim of a violent crime, etc. While employment is not considered extenuating, work issues beyond your control may be considered on a case-by-case basis.
- 3. Attach supporting documentation (if necessary).

 Provide any and all documentation available (Example: medical statements, hospitalization records, accident reports, etc.).
- 4. Meet with and/or contact your Academic Advisor to complete their portion of the appeal.
 Find your advisor's contact information here. If you do not see your advisor listed, contact One Stop Student Services.
- 5. Submit your complete appeal packet by email, fax, or in person at a One Stop location.

STUDENT CERTIFICATION: Indicate your agreement to the terms of the appeal by signing and dating below.

- I understand that approval is not guaranteed. If denied, I am responsible for all charges on my College of Western Idaho student account, even if the decision is received after the date to drop for a refund of fees.
- I understand that if it is mathematically impossible for me to meet the minimum academic standards within the allowable timeframe my appeal will be denied.
- I understand that if my appeal is approved, my aid will be conditionally reinstated and my progress carefully monitored.
- I understand that I must successfully complete 100% of all enrolled credits. Grades of "F", "I", "W", "X", "NP," "NC", "AU" or "NG" do not count as completed and will result in removal from the Education Plan and loss of financial aid eligibility.
- I understand that if my appeal is approved, I must maintain a semester GPA at or above the GPA required for graduation listed on my Education Plan.
- I understand that I must remain in the major for which my Education Plan was established. If I wish to change my major, I must contact my advisor first to complete a new SAP appeal. Failure to contact my advisor before changing my major will result in cancellation of my Education Plan and re-suspension.
- I understand that only classes that are required for the degree/certificate program on my Education Plan will be considered eligible for federal financial aid. Registering for courses not required for graduation and/or not included in my Education Plan will result in cancellation of my Education Plan and re-suspension.
- I understand that an appeal will only be approved once for the extenuating circumstances listed above. I may submit multiple SAP appeals, but only if I have different extenuating circumstances that led to my suspension each time. Re-appealing a "denied" appeal is only allowed once during a single semester and only if I have additional information or documentation not provided in the first appeal.
- I certify that the information contained in this SAP form, supporting documentation, and statements, are accurate and complete to the best of my knowledge. I understand any false information is cause for the reduction, denial and/or repayment of student financial aid.

STUDENT SIGNATURE	DATE

LAST NAME FIRST NAME							APL	APL SAP		
	-		CWIT	υ π						
ACADEMIC ADVISOR SEC	CTION									
Program of Study (One Program Per SAP)		Major Cha Submitted		Catalog Year		Student Plan Date	Total Program Credits Required			
Credits Attempted Prior to	Credits Remaining – Including in Progress Credit (+ Remedial/Pre-requisites)		Remedial Credits Attempted		Remedial Credits Needed		Credits to be Excluded			
Current Semester							Anticipated	Completed		
Repeat Courses Needed (Li	st Specific Courses)									
I have reviewed and outlined										
correct according to the stud been included in the total rer			i Evaluation. (only credits need	ied to c	omplete the student	s degree prog	ram nave		
ACADEMIC ADVISOR SIGNATURE		DATE			ACADEMIC ADVISOR PRINTED NAME					
FINANCIAL AID OFFICE U	ISE ONLY									
SEMESTER SUSPENDED:				Refer Appeal	to SAP	Appeals Committee?	P [] Yes	[] No		
APPEAL:										
[] APPROVED [] DENIED										
PLAN TERM REQUIREMENTS	:	_								
COMPLETION RATE %: _				OK for M	lavimur	n Credits []	Greater Than	150% Cradits		
MAX CREDIT:				[] OK IOI W	IVI	3.04.13		_50/5 Ci Cuits		
Remaining/In-progress:	+									
Previously Attempted:	-									

FINANCIAL AID OFFICER

Remedial: ______ -

Excluded: _____

TOTAL: _____

DATE