

2022-2023 Wheeling University Satisfactory Academic Progress (SAP) Appeal Form

Student Name: _____ Student ID# _____

Appeal Guidelines (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 disability	Obtain medical documentation from a licensed health care provider, or a letter on that health care provider's letterhead, which contains the following information: <ul style="list-style-type: none"> • 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 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 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 divorce/separation of the student's parents	Provide a copy of the divorce 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

