WESTERN CONNECTICUT STATE UNIVERSITY

SATISFACTORY ACADEMIC PROGRESS WAIVER FORM

❑ Approved
❑ Rejected
Initials_____

Process for Appeals of Satisfactory Academic Progress

Notification: The Financial Aid Office notifies financial aid applicants if they fail to meet the standards of Satisfactory Academic Progress (SAP). Once they have been notified, they have the right to appeal to the Financial Aid Appeal Committee for a waiver of these standards. A student may normally receive only ONE waiver of the standards during their academic career.

Appeal reasons: A student may base his/her written appeal on one of five reasons: medical reasons, personal reasons, language barrier, economic difficulty, or administrative error.

Appeal determination: The SAP Waiver Form and any letters or supporting documentation must be made in writing to: William Hawkins, Executive Enrollment Officer, WCSU, Old Main Admissions Office, 181 White Street, Danbury, CT 06810 or fax to (203) 837-8338.

Please fill out the following information:

Name_____ ID Number_____

Phone number_____ Email_____

GPA _____ Credits _____ Have you ever appealed your SAP before to this committee? _____

Reasons for appeal (please check one):

_____ Medical _____ Personal _____ Language Barrier _____ Economic Difficulty _____ Administrative Error

Pleave provide the appeals committee a written explanation describing your reason for the appeal. Sustaining evidence (hospital bill, letters, etc.) may be attached. The more complete the information you provide, the better able to make a decision the committee will be. If you need more space please attach a separate piece of paper.

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Signature_____ Date_____