



## 2011 – 2012 SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Students who are denied financial aid at UW-Parkside due to unsatisfactory academic progress (see attached policy) may appeal to have their aid reinstated. Students must have an active 2011-2012 FAFSA on file in the Office of Scholarships & Financial Aid to be considered for the appeal process.

### HOW TO APPEAL

Return this completed form with:

- A typed letter explaining:
  - o Why you did not make satisfactory academic progress,
  - o What factors contributed to you not making satisfactory academic progress, and
  - o How you are planning on improving/changing to ensure that you progress towards your degree  
*Intentions of good will such as "I will do better" or "I will try harder" are not sufficient. You must state what specifically caused you to not make progress and how you will address it going forward*
- Documentation of extenuating circumstances which prevented you from meeting satisfactory academic progress  
*Examples: medical issues, death of family member(s), work related problems, divorce, incarceration, etc*
- Students appealing due to Timeframe must present a DAR (Degree Audit Report) or confirmation from their academic advisor regarding the number of credits remaining to complete their academic program  
*During certain times of the year, academic personnel may not be able to provide timely evaluations.*

**Students will be notified by letter of their appeal status. Allow at least two weeks.**

### Check the semester for which you are appealing

Fall 2011 \_\_\_\_\_ Spring 2012 \_\_\_\_\_ Summer 2012 \_\_\_\_\_

Name \_\_\_\_\_ SSN# \_\_\_\_\_ ID# \_\_\_\_\_  
(please print)

Address \_\_\_\_\_ Phone # \_\_\_\_\_  
street city state zip

Your signature \_\_\_\_\_ Date \_\_\_\_\_

### Office Use: Appeal Decision

Quantitative: Cum. Earned / Cum. Attempted = Completion % \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_  
Earned Attempted Comp. %

Qualitative: Fall/ Spring/ Summer Term GPA: \_\_\_\_\_ Cum. GPA: \_\_\_\_\_

Timeframe: DAR Received: \_\_\_\_\_ Cum. Hours: \_\_\_\_\_ Remaining Hours: \_\_\_\_\_ Good Standing: Yes / No

### Appeal

Approved \_\_\_\_\_ Probation \_\_\_\_\_

\_\_\_\_\_ Academic Plan \_\_\_\_\_

Denied \_\_\_\_\_ Not Meets \_\_\_\_\_

\_\_\_\_\_ Need Documentation \_\_\_\_\_