Financial Aid Satisfactory Academic Progress Appeal

IMPORTANT NOTE - Financial Aid appeals are a separate process from Academic Standing Appeals (returning from Academic Suspension or Academic Dismissal).

Student Name:_____ **EWC ID**:_____

Currently Declared Degree Program/Certificate: _____ **Anticipated Graduation Date:** _____

STEP 1 – To be completed by the student

Student's Appeal Letter & Extenuating Circumstances Documentation

☐ Attach a typed and signed appeal letter (**ATTACHMENT A**).
- The appeal letter must explain the extenuating circumstances, in detail.
- Outline the reasons you did not meet the minimum Satisfactory Academic Progress Guidelines. You are encouraged to share all contributing factors.
- Include steps you will take to achieve academic success going forward.
- The appeal will not be accepted if the letter is not signed.

☐ Supporting Documentation (**ATTACHMENT B**). Appeal will not be approved without supporting documentation

Examples of Extenuating Circumstances & Documentation	
Extenuating Circumstances	***Recommended Documentation***
Work Related: Change in work arrangement after the semester began.	Letter from employer including effective date(s) and whether the increase in hours was mandatory
Medical Event - student: You encountered a medical condition that impacted your academic progress	Letter from health care provider/or other licensed professional with advised period of recovery, dates previous of office visits.
Medical Event - Immediate Family: Child or parent medical condition (if parent, provide documentation that you were required to care for parent).	• Medical records • Documentation from daycare • Letter from medical provider including dates of the medical event
Unexpected Daycare Closure	Letter from daycare provider
Death of Family Member or Friend	• Obituary or death certificate • Letter from counselor • Documentation should include date and indicate relationship to the deceased.
Housing Issues	• Letter from Resident Director • Eviction notice • Letter from transitional housing program
Family Issues	Letter from therapist or other licensed professional
Assault or Domestic Violence	• Police Report • Court Documentation • Letter from clergy, social worker, licensed professional or doctor
Other circumstances not listed here	• Your letter of appeal must describe what took place and when and how the issue was resolved. • Relevant third-party documentation that best supports the circumstance presented in your letter of appeal.

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STEP 2 – To be completed by Faculty Advisor

Advisor Assessment:

Please meet with your advisee to create an academic plan, outlining the tools necessary for academic success. As needed, please connect student with necessary resources such as student pantry, tutoring, counseling, learning accommodations or other services identified as a need for the student to be successful. Please attach a statement (**ATTACHMENT C**) summarizing this discussion and include your assessment of the student's likelihood to utilize these resources and your observation of the student and their interest and commitment. Advisors may submit this statement directly to financialaid@ewc.wy.edu

STEP 3 – To be completed by the Student with assistance from their Faculty Advisor

Academic Plan:

1. Student must only be enrolled in courses that are applicable to the declared degree program/certificate as reflected on the Degree Audit
2. Develop a plan of study based on student need for part or full time each semester.
3. If student does not have at least a 2.0 cumulative GPA, the academic plan must include repeat of courses where grade of D or F were previously earned.

Please list classes with course number (ENGL 1010) and hours (3) in the Academic Plan Table: *You may fill in this table or create and attach a similar document.*		
Fall _____	**Spring _____**	**Summer _____**
Fall _____	**Spring _____**	**Summer _____**

By signing below, I certify that I have met with this student and we developed an academic plan that will ensure academic success and completion of graduation requirements within the semesters indicated above.

Advisor Signature: _____ **Date:** _____

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STEP 4 – To be completed by the Student

Student SAP Appeal Agreement:

By signing this agreement, you indicate that you have read each requirement and understand what is being asked of you. Initial each box, then sign this agreement. Attach your appeal letter and supporting documentation to this appeal form. Include your EWC ID on all attached forms. **Incomplete appeals or appeals without documentation may be automatically denied.**

☐ I understand that, if a decision about my appeal has not been made by the billing date, I must make payment arrangements with the Business Office. I understand that my appeal could be denied and I am responsible for the full amount of my bill.

☐ I have attached a ***typed and signed*** appeal letter to this appeal form. The appeal letter explains my extenuating circumstances in detail, outlines the reasons that I did not meet the minimum Satisfactory Academic Progress (SAP) Policy Guidelines and includes steps that I will take to realize academic success going forward.

☐ I have met with an academic advisor.

☐ I have reviewed the Academic Plan, which was created with my academic advisor.

☐ I am aware that the Financial Aid Office may follow up with academic advisors or other third-party support personnel mentioned in my appeal and that Financial Aid has access to my college records.

☐ I have reviewed the Satisfactory Academic Progress policy guidelines at https://ewc.wy.edu/satisfactory-academic-progress

☐ **I understand that submitting an appeal is not a guarantee that I will be approved. If approved, I agree to adhere to the terms of my Academic Plan, which is required for my financial aid eligibility to be reconsidered. I understand that failure to satisfy the Academic Plan will result in the loss of my financial aid until I do meet the minimum satisfactory academic progress standards. If my appeal is approved, I understand that I must meet the conditions stipulated by the Financial Aid Office in order to continue receiving financial aid, including, but not limited to:**

1. Successfully complete all the courses in which I enroll with no failures, withdrawals or incompletes.
2. Maintain a semester GPA of a 2.00 or higher.
3. Successfully complete my degree by following the Academic Plan provided in the appeal (if appealing the 150% maximum timeframe guideline).
4. Follow all stipulations within the appeal approval letter.

Student Signature: _____ **Date:** _____

STEP 5 – Return Completed Form and All Attachments

Include your EWC ID number on all attached forms. **Please do not submit an incomplete appeal**. Incomplete appeals or appeals without documentation may be automatically denied. Completion of this appeal does not guarantee approval. (continued on next page)

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REMINDER - NOTE - Financial Aid appeals are a separate process from Academic Standing Appeals (returning from Academic Suspension or Academic Dismissal). **If you need to appeal for returning from suspension or dismissal, please contact the VP of Student &Academic Services' office to obtain the appropriate appeal form.**

Attachment checklist:

- ☐ **Attachment A – Student's Appeal Letter**
- ☐ **Attachment B – Supporting Documentation**
- ☐ **Attachment C – Advisor Assessment**

Return this completed form and attachments to the EWC Financial Aid Office via one of the following methods:

- **IN PERSON:**
  Torrington Campus – 3200 West C Street, Torrington, WY 82240
  Building: Activity Center – Office: AC 209 – Student Services
  Financial Aid Office
  Call for Office Hours: 307-532-8230

- **BY MAIL:**
  Eastern Wyoming College
  ATTN: Financial Aid Office
  3200 West C Street
  Torrington WY 82240

- **BY FAX:**
  ATTN: Financial Aid Office
  307-532-8222

- **BY EMAIL:**
  financialaid@ewc.wy.edu

STEP 6 – Financial Aid Committee Review of Appeal

All appeals will be reviewed on a case-by-case basis by the Financial Aid Appeals Committee. Supporting documentation will be reviewed and considered as well as the student's ability to attain their degree within the outlined timeframe. Incomplete or unsigned documentation will result in a denial.

Financial aid appeals can take up to two weeks for processing so students are expected to plan accordingly.