

## SATISFACTORY PROGRESS APPEAL

### INSTRUCTIONS:

PROCESSING TIME WILL VARY. Our Appeals Committee (three counselors) will notify you of its action, but you may call after three weeks if you have not heard from us. You can track the processing of your appeal through Student Personal Services on MyUW.

PAY YOUR OWN TUITION by the tuition due date or you will be charged a late payment penalty. Short-term loans may be available to assist you; apply online through MyUW. **DO NOT RELY ON THE SUCCESS OF YOUR APPEAL FOR TUITION PAYMENT.** A late penalty will be charged if tuition is not fully paid by the due date.

REINSTATEMENT DOES NOT GUARANTEE AN AWARD. If you did not meet the academic progress criteria, you have lost your financial aid eligibility. This may include all of the aid that was offered to you for the rest of the academic year. If your eligibility is reinstated, we will award you with the funds we currently have available.

### ELIGIBILITY CRITERIA:

- A. YOU MUST PASS THE MINIMUM ANNUAL CREDIT REQUIREMENT BY THE END OF SPRING QUARTER. This is based on the quarters you enroll not just the quarters you receive aid. Undergraduate and 5th-year students who enroll full-time (12 credits or more) for all three quarters must pass 36 credits—48 credits with aid for summer. Part-time students must complete all of their attempted part time credits by the end of the academic year. Graduate students must successfully complete a minimum of 67% of their attempted credits for the academic year.
- B. UNDERGRADUATE STUDENTS MUST SUCCESSFULLY COMPLETE 50% OF THE CREDITS ATTEMPTED EACH QUARTER TO REMAIN ELIGIBLE FOR ALL TYPES OF AID. If you are registered for 12 or more credits, then the minimum you need to complete is 6 credits each quarter. If you receive part-time aid, then you need to complete 50% of your attempted credits that quarter to remain eligible for all types of aid. If you do not meet the quarterly credit requirements, you are no longer eligible for state and institutional financial aid the following quarters.
- C. YOU MUST HAVE MADE SATISFACTORY ACADEMIC PROGRESS THE LAST SCHOOL YEAR YOU WERE ENROLLED HERE, whether you received financial aid then or not.
- D. YOU MUST COMPLETE YOUR DEGREE WITHIN THE MAXIMUM TIME FRAME. For undergraduate students you have up to 125% of the published length of your program, or 225 attempted credits. For graduate students you have up to 150% of the published length, which is typically 105 attempted credits and 285 attempted credits for doctoral students (including any UW master and pre-doctoral level credits).

If your financial aid eligibility is denied or suspended, no further application processing occurs, your current or future offer of aid is subject to cancellation, and no aid can be disbursed to you.

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## **HOW ELIGIBILITY CAN BE REINSTATED**

If you did not meet the progress requirements because you had special circumstances you may file an appeal with our office. You will need to demonstrate unusual circumstances beyond your control that are not likely to recur in the immediate future. You will need to explain what has changed in your situation so that you will now be able to make academic progress. If approved, you will need to meet the requirements of an individual academic plan to continue to receive financial aid.

Maximum Time Frame Appeals also require a letter from your program Advisor outlining only those courses that remain for you to complete your degree, when you plan to take the courses, and when you expect to graduate. This letter must be signed and on UW departmental letterhead. Generally, lack of satisfactory academic progress will not justify an extension of the time frame.

Please note that undergraduate students may be able to complete a double major or dual degree within the 225 credit limit. However, an extension of financial aid eligibility beyond the 225 attempted credits based solely on an interest in pursuing a double or dual degree is not an approvable appeal.

## **CONSULT THE POLICY BROCHURE:**

“SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID,” is published by this office with details on the academic progress policy. You are responsible for knowing this information. You can pick up a copy of the policy from the Financial Aid Office or view the requirements on our website [www.finaid.uw.edu](http://www.finaid.uw.edu).



# SATISFACTORY PROGRESS APPEAL

Name: (Last, First, Middle Initial)	Student ID # (if applicable)	Last Four Digits of SSN:  XXX - XX -
Address: (street)	(apt #)	(city) (state) (zip code)
Telephone Number:	Expected Graduation Date: (month/year)	
Student Signature:	Date:	

## I. INSUFFICIENT CREDITS:

Insufficient credits at the end of \_\_\_\_\_ (quarter) \_\_\_\_\_ (year).

\_\_\_\_\_ I had special circumstances beyond my control that (1) prevented me from making satisfactory progress, but (2) will not affect my future progress. Attached is my statement describing **both** (1) my special circumstance **and** (2) how it will not affect future progress. This letter must be attached to this document. PLEASE NOTE: Inability to achieve an acceptable grade and failure to pass the required credits to protect your GPA do not, in themselves, warrant an exception to the progress requirements. If you did not meet the academic progress criteria, you have lost some or all of your financial aid eligibility. This may include all of the aid that was offered to you for the new academic year or all of your state and institutional aid for the rest of the academic year. If your eligibility is reinstated, we will award you with the funds we currently have available.

## II. MAXIMUM TIME FRAME EXCEEDED:

\_\_\_\_\_ I had special circumstances beyond my control that (1) prevented me from completing my program within the maximum time frame, but (2) will not affect my future progress. Attached is my statement describing **both** (1) my special circumstance that prevented me from completing my program within the maximum time frame, **and** (2) how it will not affect my future progress. This letter must be attached to this document. PLEASE NOTE: The standard undergraduate maximum time frame (225 attempted credits) may provide some students enough time to be able to complete a double major or dual degree however; an extension of financial aid eligibility beyond the 225 attempted credits based solely on an interest in pursuing a double major or dual degree is not an approvable appeal. Lack of adequate progress does not, in itself, justify extending the time frame.

\_\_\_\_\_ Attached is a letter from my academic advisor (signed and on UW departmental letterhead) outlining only those courses that remain for me to complete my degree. It includes when I plan to take these courses, and when I expect to graduate. This letter must be attached to this document.

## OFFICE USE ONLY:

Counselor \_\_\_\_\_ Date \_\_\_\_\_ Decision \_\_\_\_\_

Appeal Letter: (circle one) REG MTF QTR 2ND LATE OTHER \_\_\_\_\_