



2009-2010 SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

INSTRUCTIONS

Please read the "Standards of Satisfactory Academic Progress for Financial Aid" policy before completing this form or contacting the Financial Aid Office. The policy can be found on our website at www.finaid.wvu.edu and clicking on the "Additional Requirements" link.

Your appeal will be reviewed if you submit:

- 1. This form completed in its entirety prior to the deadline (Fall 2009 Semester deadline is September 15, 2009; Spring 2010 Semester deadline is February 15, 2010).
2. Written explanation of the basis for your appeal.
3. Copy of your academic transcript (an unofficial transcript is acceptable and can be printed from your WVU MIX Account, using the STAR System at www.mix.wvu.edu).
4. Optional: further documentation supporting your appeal. Examples of documentation can include: medical statements, advisor's recommended academic plan for degree completion, military orders or an obituary or death certificate of an immediate family member.

Appeals submitted without necessary information will NOT be reviewed. You will be notified in writing of the decision of your appeal within 30 days of submission. If your appeal is denied by the Financial Aid Appeals Committee you may appeal the decision to the next level in the appeals process, as detailed in the "Standards of Satisfactory Academic Progress for Financial Aid" policy.

Name: _____ WVUID: _____

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Local Phone #: _____ Date of Birth: ____/____/____

Degree Sought (AA, BA, BS, MA etc): _____ Major: _____

WVU campus: [] Morgantown [] Keyser [] Montgomery

Total number of hours required for degree (see WVU catalog if uncertain): _____

Number of hours that you have remaining to complete your degree: _____

Expected Graduation Date: ____/____/____

Check all of the areas of satisfactory academic progress that you do not currently meet:

- [] I have not completed 70% of credit hours attempted.
[] I have not maintained the minimum required overall GPA.
[] I have not completed my degree objective within 150% of normal timeframe (measured using credit hours attempted).

Check the semester(s) which you are requesting financial aid and indicate the number of credit hours you intend to register for during the academic school year at WVU:

- [] Fall 2009: _____ Credit Hours
[] Spring 2010: _____ Credit Hours

ACADEMIC PLAN

Complete this section if you have met with a WVU official (such as an academic advisor) regarding your academic objectives for degree completion. If you have not met with a WVU official, explain why.
WVU Official's Name: _____ **Telephone #:** _____
Indicate what recommendations and academic plan have been suggested: _____

BASIS FOR APPEAL

Check the basis for your appeal:
 Death of an immediate family member
 A personal injury or illness
 Other extenuating circumstances
Provide a written explanation of the basis for the appeal. The statement must be specific and include, if appropriate, supporting documentation. Attach additional sheets as necessary.

I understand I am responsible to pay tuition and fees by the due date; the tuition and fee due date has not been extended for me. I certify the above information is true and correct to the best of my knowledge and I have included proper documentation in support of this appeal.

Signature: _____ **Date:** ____/____/____

Please return completed form and any necessary documentation to the appropriate Financial Aid Office:

Morgantown - Main Campus
WVU Financial Aid Office
2nd Floor Mountainlair
PO Box 6004
Morgantown, WV 26506
Phone: (304) 293-5242
Fax: (304) 293-4890
E-mail: finaid@mail.wvu.edu

Morgantown - Health Sciences Center Campus
WVU Financial Aid Office
Robert C. Byrd Health Sciences Center
PO Box 9810
Morgantown, WV 26506
Phone: (304) 293-3706
Fax: (304) 293-6861
E-mail: hscfinaid@mail.wvu.edu

Keyser Campus
Enrollment Services
75 Arnold Street
Keyser, WV 26726
Phone: (304) 788-6820
Fax: (304) 788-6939
E-mail: psc-FinAid@mail.wvu.edu

Montgomery Campus
Financial Aid Office
405 Fayette Pike
Campus Box 51
Montgomery, WV 25136
Phone: (304) 442-3140
Fax: (304) 442-3052
E-mail: wvtechfinaid@mail.wvu.edu