

West Virginia State University  
Office of Financial Aid and Scholarships  
**2024-2025 Satisfactory Academic Progress Appeal Process**

**UNDERSTAND YOUR SUSPENSION**

To receive financial aid administered by West Virginia State University, you must be making satisfactory academic progress (SAP) toward completion of an eligible degree. For this reason, your SAP for financial aid is calculated each semester to verify that you have met all SAP standards. Federal regulations require that academic progress be evaluated both quantitatively and qualitatively. A summary of WVSU's policy is outlined below and the full policy is available on our website, [www.wvstateu.edu](http://www.wvstateu.edu).

**Undergraduate Degree**

Hours Attempted	Cumulative GPA	Completion Ratio	Maximum Hours
0-29	1.75	67%	180
30-59	1.75	67%	180
60-89	2.0	67%	180
90+	2.0	67%	180

**Graduate Degree**

Hours Attempted	Cumulative GPA
First Time and Continuing	3.0

\*\*Attempted hours are considered all credit hours in which you were enrolled. All credit hours attempted at West Virginia State University, including repeated courses with a grade of "F", "W", "I" or "IP" and all transfer hours accepted by WVSU that were pursued at a previous institution will be counted in the determination of hours attempted\*\*

**SUSPENSION APPEAL INSTRUCTIONS:**

- IF YOU DID NOT MEET THE PROGRESS REQUIREMENTS because you had unusual circumstances, you may file an appeal with our office. You will need to demonstrate the unusual circumstances beyond your control. These circumstances should be one time occurrences that are not likely to be repeated.
- READ THE INSTRUCTIONS CAREFULLY. All forms and documentation must be submitted by the respective deadline. **Incomplete appeals will not be reviewed.**
- PROCESSING TIME WILL VARY. You will be notified via email once a decision has been made; however, you may track the processing of your appeal through your MyState account.
- TIMING OF YOUR APPEAL IS IMPORTANT. **Do not rely on the success of your appeal for tuition payment, purchase of textbooks, room or board, etc.**
- AN APPEAL DOES NOT GUARANTEE A FULL AWARD. If you did not meet the academic progress requirements, you have lost your financial aid eligibility which may include all of the aid that was offered to you for the remainder of the academic year. If your eligibility is reinstated through an appeal, we will award you with the funds we currently have available.
- IF YOUR APPEAL IS DENIED, your current or future offer of aid is subject to cancellation, and no aid (grants or loans) can be paid to you.

**THE FOLLOWING REQUIREMENTS MUST BE SUBMITTED FOR YOUR APPEAL TO BE REVIEWED:**

1. A COMPLETED APPEAL FORM
2. A SIGNED, FORMAL, PERSONAL STATEMENT EXPLAINING YOUR EXTENUATING CIRCUMSTANCES
3. DOCUMENTATION THAT SUPPORTS YOUR EXTENUATING CIRCUMSTANCES
4. AN ACADEMIC PLAN COMPLETED AND SIGNED BY YOUR ACADEMIC ADVISOR

West Virginia State University  
Office of Financial Aid and Scholarships  
**2024-2025 Financial Aid Suspension Appeal Form**

\_\_\_\_\_  
Last Name, First Name, M.I.

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Telephone Number (Including Area Code)

\_\_\_\_\_  
Email Address

Please use this form, along with required supporting documentation, to appeal the suspension of your financial aid eligibility.

Only valid appeals with documented extenuating circumstances will be reviewed by the Office of Financial Aid and Scholarships. Be sure to add your name and Student ID Number to all forms of documentation submitted.

Incomplete appeals will not be reviewed.

**STEP 1. EXTENUATING CIRCUMSTANCES: Completed by Student**

Mark each circumstance that pertains to your specific situation. You must be able to provide the required documentation as explained. If you cannot provide documentation, please explain why in your personal statement.

- MEDICAL:** If a personal medical problem contributed to your failure to maintain SAP, attach documentation that includes treatment dates from a medical professional from whom you have received treatment.
- DEATH/ILLNESS:** If the death or illness of an immediate family member contributed to your lack of SAP, please attach appropriate copies of medical records, death certificate, obituary, etc.
- DIVORCE OR MARRIAGE SEPARATION:** Provide a letter from your or your parent's attorney on the law firm's letterhead or copy of divorce decree.
- DISASTERS:** If events such as fire, flood, earthquake, earth tremors, etc. have occurred you must provide insurance claims or other documentation verifying the date of the disaster.
- SIGNIFICANT TRAUMA THAT IMPAIRED YOUR EMOTIONAL AND/OR PHYSICAL HEALTH:** Provide a detailed explanation regarding the specific circumstances of your condition. Include dates and what you have done to overcome your condition. Attach supporting documentation from a third party; physician, social worker, counselor, police, attorney, etc. Explain how the situation has changed to such an extent that it will not impair your future academic performance.
- WORK RELATED DIFFICULTIES:** If the loss or change in employment impaired your performance you must provide a letter from employer that verifies the dates and duration of the occurrence. The statement should specifically address work related difficulties and timeframes for which difficulty existed and how the work situation has changed to such an extent that it should not significantly impair future academic performance.
- OTHER CIRCUMSTANCES:** Please clearly state the circumstances (not listed above) in your appeal letter and provide appropriate documentation. Explain how the situation has changed to such an extent that it will not impair your future academic performance.

**Note: Circumstances related to the typical adjustment to college life, such as working while attending school, financial issues related to paying bills, and/or car maintenance/travel to campus, are not considered as extenuating for purposes of appealing.**

\_\_\_\_\_  
Last Name, First Name, M.I.

\_\_\_\_\_  
Student ID Number

**STEP 2. ACADEMIC SUMMARY: Completed by Student**

- Current Major: \_\_\_\_\_ Undergraduate or Graduate Degree: \_\_\_\_\_

\*For current students, academic information may be found on your MyState account. Select the following menu items; Student Information, then Student Records, and then Academic Transcript. After you click Submit, towards the bottom you will find the Transcript Totals section with your cumulative GPA and credit hours.

- My current GPA is \_\_\_\_\_.
- My GPA should be \_\_\_\_\_ according to SAP standards (first page).
- I have attempted \_\_\_\_\_ credit hours throughout my academic history.
- I have successfully completed (passed) \_\_\_\_\_ credit hours throughout my academic history.

\*To calculate completion percentage, take the total hours you passed and divide it by the total hours you attempted.

- My current Completion Percentage is \_\_\_\_\_%
- My Completion Percentage should be \_\_\_\_\_% according to SAP standards (first page).

**STEP 3. PERSONAL STATEMENT REQUIREMENT: Completed by Student**

You must attach a signed, formal personal statement explaining your extenuating circumstances. In this statement, you must address each of the following items:

- Your reason for poor performance for each semester you failed and/or withdrew from classes in the past.
- Your resolution to the situation with an explanation as to how it will not affect you again.
- Your detailed plan of action to ensure you are successful in all future classes.
- Your current support systems and how they will assist in your success. \*\*Support systems include mental/emotional, motivation, physical, relationships (family/friends), and financial.

Note: You are on financial aid suspension, so financial aid cannot be included as a support system.

**You must provide supporting documentation of the extenuating circumstance(s) in your statement.**

**STEP 4. STUDENT CERTIFICATION: Completed by Student**

**I understand if my appeal is:**

- **DENIED**, I will not receive financial aid and will make alternative payment arrangements. I understand that decisions are processed on a case-by-case basis and the Office of Financial Aid and Scholarships may deny any SAP appeal. I also understand that the decision of the appeal is final and I must meet the federal SAP requirements to regain my financial aid eligibility.
- **APPROVED**, I will be granted aid on a probationary status. I understand that in order to continue my eligibility, I must maintain a semester GPA of at least 2.0 and cannot withdraw or fail to receive credits for classes enrolled. I will only enroll in hours that are recognized as required courses towards graduation.
- I understand that if I do not meet these requirements I will be ineligible to receive financial aid and will be responsible for full payment, each semester, until I meet all satisfactory academic progress standards.

I hereby certify that I have read the information listed above. I understand the conditions required in order for my financial aid appeal to be granted and failure to complete these requirements may result in the loss of my financial aid. All information contained in this appeal, including the personal statement and documentation, is true and complete to the best of my knowledge. I am aware that falsified documentation will result in an immediate denial of my appeal.

Student Signature: \_\_\_\_\_ Date of Application Submission: \_\_\_\_\_



