

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.

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; check with the Short-Term Loan Office, 172 Schmitz Hall, or apply on-line on 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 includes 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 IS DENIED OR CANCELED IF:

- A. **YOU DO NOT PASS AT LEAST A HALF-TIME CREDIT LOAD ANY QUARTER YOU RECEIVE FINANCIAL AID.** Half-time for undergraduate, 5th-year and professional students is 6 credits; for graduate students, 5 credits. (Exception for full-time foreign study through the Office of International Programs and Exchanges, and for students who only receive a Pell Grant for less than half-time).
- B. **YOU DO NOT PASS THE ANNUAL CREDIT REQUIREMENT BY THE END OF SPRING QUARTER,** based on the quarters you enroll (not just the quarters you receive aid). Undergraduate, 5th-year and professional students who enroll full-time (12 credits or more) for all three quarters must pass 36 credits—48 credits with aid for summer. Graduate students who enroll full-time must pass 10 credits per quarter (30 credits for three quarters and 40 credits including summer).
- C. **YOU DID NOT MAKE SATISFACTORY ACADEMIC PROGRESS THE LAST SCHOOL YEAR YOU WERE ENROLLED HERE,** whether you received financial aid then or not.
- D. **YOU HAVE EXCEEDED THE MAXIMUM TIME FRAME.** If you have been working full-time on a bachelor's for five years or more, or master's degree for six years or more, or on a Ph.D. for 10 years or more, you have exhausted your period of eligibility (whether or not you received aid the whole time).

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

INSUFFICIENT CREDITS. YOU MAY PETITION FOR REINSTATEMENT IF:

- ◆ YOU HAD UNUSUAL CIRCUMSTANCES (ILLNESS, FAMILY PROBLEMS, UNUSUAL CLASSROOM CIRCUMSTANCES, ETC.) that prevented you from making normal progress, but which will not affect your progress in the future. Describe your situation on the appeal form. Be as detailed as possible: state what the problem was, when it occurred and how long it lasted, how it affected your ability to complete your coursework, and why you believe it will not be a problem in the future. Your statement will be reviewed by the Appeal Committee. If more information or documentation is needed, we will request it. The committee will consider your overall academic record in making its decision.
- ◆ YOU COMPLETE ONE QUARTER ON YOUR OWN FINANCIAL RESOURCES. If you enroll for and successfully complete one full-time quarter on our own financial resources, submit this appeal to request reinstatement of your aid eligibility. These must be new credits that apply to your degree. If you complete them at another school, you must attach a copy of your grade report from that school and verification from the UW that credits are acceptable.

MAXIMUM TIME FRAME. YOU MAY PETITION IF:

You can show reasons that the delay in completing your degree in a timely manner is due to circumstances that were beyond your control. Explain your situation on your appeal, including any information about circumstances that prevented you from making progress in a more timely manner. Attach a letter of support from an academic adviser outlining what coursework remains and when you expect to finish. In any case, make sure your petition indicates your expected graduation date. Remember that the standard time frame includes time for students to change majors, pursue double-majors and dual degrees. Generally, lack of satisfactory academic progress will not justify an extension of the time frame.

CONSULT THE PAMPHLET:

“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 at:

www.washington.edu/students/osfa/allforms.html.

SATISFACTORY PROGRESS APPEAL

Name (Last, First, Middle Initial)	UW # or Social Security #:
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).

a: _____ **I have special circumstances (1)** that prevented me from making satisfactory progress, (2) but will not affect my future progress. (Describe (1) and (2) in the space below.) 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 your financial aid eligibility. This includes 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.

b: _____ **I have passed a full-time quarter on my own resources**. (Read the following paragraph, follow the instructions and/or attach the documentation requested.)

Successful completion of a full-time quarter of enrollment means that you enroll in at least 12 credits of coursework (10 credits for graduate classes) and are assigned passing grades for those courses. Courses assigned grades of Incomplete, NC, NS, 0.0, Withdrawal or Audit are not acceptable. Credit for making up Incompletes from prior quarters does not count; however, repeated courses for which credit may have been previously assigned can be used if a passing grade is recorded on your transcript. If coursework has been taken at another institution, you must submit an official grade report or transcript with your appeal. If you expect to meet the requirement for reinstatement based on a quarter of enrollment here which has not yet ended, please submit your appeal after your grades have been posted and your progress can be verified.

II. MAXIMUM TIME FRAME EXCEEDED:

_____ **Describe circumstances beyond your control that interrupted normal progress.** The standard maximum time frame provides for some delays, such as changes in major, dual majors and dual degree programs. Lack of adequate progress does not, in itself, justify extending the time frame. A letter from an academic advisor is required, outlining coursework remaining and when you will finish.

EXPLANATION OF CIRCUMSTANCES:

(continue on reverse)

