

## SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Students who are denied financial aid at UW-Parkside due to unsatisfactory academic progress may appeal to have aid reinstated. Students must have an active FAFSA on file in the Office of Scholarships & Financial Aid to be considered for the appeal process.

### A. Student Information

\_\_\_\_\_  
Student First Name                      Last Name                      XXX-XX-\_\_\_\_\_  
Social Security Number                      /                      /  
Date of Birth

### B. Term of Appeal

Check the semester you are requesting reinstatement of Financial Aid.

\_\_\_\_ Summer \_\_\_\_\_                      \_\_\_\_ Fall \_\_\_\_\_                      \_\_\_\_ Spring \_\_\_\_\_  
Year                      Year                      Year

### C. Appeal Requirements

#### Return this completed form with:

- A typed letter explaining:
  - Why you did not make satisfactory academic progress,
  - What factors contributed to you not making satisfactory academic progress, and
  - How you are planning on improving/changing to ensure that you progress towards your degree  
*Intentions of good will such as "I will do better" or "I will try harder" are not sufficient. You must state what specifically caused you to not make progress and how you will address it going forward*

#### Include the following documents with your APPEAL:

- Documentation of extenuating circumstances which prevented you from meeting satisfactory academic progress  
*Examples: medical issues, death of family member(s), work related problems, divorce, incarceration, etc.*
- Optional, but encouraged: A "Pathways to Success" contract If you have met with an advisor
- Students appealing due to Timeframe (maximum credit hour limit) must present confirmation from their academic advisor regarding the number of credits remaining to complete their academic program

#### Students who have been ACADEMICALLY SUSPENDED:

You MUST be academically reinstated PRIOR to appealing for Financial Aid reinstatement. Your appeal will be DENIED if you have not been academically reinstated. Please include with your appeal the documentation listed above.

### C. Signature –no typed or computer-generated signatures can be accepted

Satisfactory Academic Progress Appeals can take up to 2 weeks to review. Submit your appeal early to avoid potential late fees, interest, or other additional fees due to late tuition payments. If your appeal is denied, any costs owed to UW Parkside will be your responsibility.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Submit this form to: OFFICE OF SCHOLARSHIPS & FINANCIAL AID

900 Wood Road, Kenosha, WI 53141

Fax: 262-595-2216

Email: [finaid@uwp.edu](mailto:finaid@uwp.edu)