



**Financial Aid Satisfactory Academic Progress Appeal Form**  
**All appeals must be received and processed before the start of the upcoming semester.**

Student Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
Last First

A phone number or email address where you can be reached: \_\_\_\_\_

**Students may submit a maximum of three appeal forms over their time of study here. A complete satisfactory academic progress appeal includes the following and should be submitted all at once.**

1. Read, complete and sign **this form**.
2. **Explain and indicate the following on a separate typed page**, please:
  - *Explain your special circumstances related to why you were not able to maintain satisfactory academic progress. The information that you provide will be kept confidential.*
  - *Indicate the steps you have taken or plan to take to improve your academic progress (improve your GPA and/ or complete the credits that you are deficient).*
3. **Submit a Satisfactory Academic Progress Agreement completed with and signed by associate provost**, in academic affairs. (*Contact Teresa Norlin at 509.777.3203 to set up an appointment with the associate provost.*)
4. Provide a **signed statement from a doctor, pastor, counselor or relative** that supports your circumstances. You do not need to provide specific health records.

Your complete appeal will be reviewed by the Financial Aid Appeal Committee and you will be notified of the committee's decision within one week. **Incomplete appeals will not be reviewed.**

I have included:

- \_\_\_ Explanation of Circumstances (#2)
- \_\_\_ Satisfactory Academic Progress Agreement signed by the associate provost (#3)
- \_\_\_ Statement of Support of Circumstances (#4).

The documentation submitted is an accurate account of my situation. I have consulted with the associate provost and I understand my Satisfactory Academic Progress Agreement.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**Whitworth University Financial Aid Office**  
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