

Satisfactory Academic Progress Appeal Information

West Texas A&M University and Student Financial Services are committed to assist you in completing your degree requirements. However, based on the current Satisfactory Academic Progress Guidelines (<http://www.wtamu.edu/student-support/more-support/financial-satisfactory-academic-progress.html>) you will not be eligible for further financial aid until you meet the university requirements.

Appeal Requirements:

Please note the following about an appeal:

- Financial aid CANNOT be awarded retroactively for a late appeal. Be sure to submit an appeal in time for a committee decision to be made prior to the last class date of the semester you want to be considered for financial aid.
- **Incomplete appeal forms will NOT be reviewed.**
- **Do not** retake an “F” at another university; it must be repeated at WTAMU.
- **Regardless of your financial aid status, payment with the Business Office must be met by the published deadline for the appropriate term.**

On Campus Resource Referral Guide

Career & Professional Development	(806) 651-2345	CC113
○ Career Counseling	○ Job Search Assistance	
Counseling Services	(806) 651-2340	CC116
○ Personal Counseling	○ Stress Management	
○ Test Anxiety		
Testing and Tutoring Services	(806) 651-2341	CC106
○ Supplemental Instruction (SI)	○ Testing/ Tutoring	
Advising Services	(806) 651-5300	CC110
○ Academic Fitness-Probation Advising	○ Early Alert-Intervention Progress	
Student Accessibility Services	(806) 651-2335	CC106
○ Disability Services	○ Testing Accommodations	

Repeating Course Work/Replacing Grades

If a student repeats a course at WTAMU, it is with the understanding that the last grade earned is the one to be counted toward fulfillment of requirements. Students may not repeat a course at another college or university to raise a grade, including a grade of “F,” received at WTAMU. If a student repeats at another accredited institution a course previously attempted at WTAMU and transfers the credit to WTAMU, the transferred work will not affect the grade point average (GPA) on the WTAMU transcript. For this reason, the appeal committee requires that “F’s” received at WTAMU be repeated only at WTAMU.

Cont. to Appeal Form

Satisfactory Academic Progress Appeal Form

***ALL REQUIRED SECTIONS MUST BE COMPLETED FOR THE APPEAL TO BE CONSIDERED

Student Name	Buff ID Number
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A. (REQUIRED) Degree Information

- Current degree/certification program (degree/major) _____
- Expected date of graduation/completion (mo/yr) _____
- Degree Plan Filed (check one): Yes ___ No ___

B. (REQUIRED) Reviewable Semesters

I am requesting financial aid consideration for the following checked terms:

___ Fall 2025 ___ Spring 2026 ___ Summer I 2026 ___ Summer II 2026

*** Financial aid cannot be awarded for a semester already completed.

C. (REQUIRED) Student Explanation

Briefly state circumstances for not meeting the above satisfactory progress requirements:

*****REQUIRED** Submit any supporting documentation regarding your above circumstance.
(i.e. Medical Documentation, Copy of Obituary)

Cont. to Section D

Student's Name: _____

Buff ID # _____

D. (REQUIRED) Self-Identification / Reflection

What has changed that will allow you to meet satisfactory progress at the next evaluation?

What are your academic goals and what are your plans to achieve these results? (Include specific actions, timeline.)

How will you measure if you have made progress on implementing your action plan? (Short term goals, etc.)

List key WTAMU individuals and/or organizations that might assist you to achieve your action plan.

E. (REQUIRED) Plan of Study

***You must complete this section with your semester-by-semester planned schedule(s) for degree completion. (The university catalog, degree plan, and web check sheet can assist you with your plan.)

Semester _____ Description	Course #	Hours	Semester _____ Description	Course #	Hours	Semester _____ Description	Course #	Hours
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

Cont. to Student Certification

Student's Name: _____

Buff ID # _____

F. (REQUIRED) Student Certification *(Initial by each statement.)*

I have read the standards of Satisfactory Academic Progress and I understand that I am not eligible for financial aid because (check all that apply):

- My WTAMU cumulative grade point average is less than 2.0 (3.0 for Grad Master Students)
- I did not complete 67% of my hours attempted annually.
- I did not meet my previous appeal requirements.
- I have attempted more than 60 hours toward a 2nd degree/certification
- I am attempting or will attempt more than 150% of hours required for a degree

My signature below affirms that the information provided above is true and accurate to the best of my knowledge. I understand that providing false information can result in the denial of this appeal.

ACTUAL SIGNATURES ARE REQUIRED. *(Typed names will not be accepted.)*

Student's Signature: _____

Date: _____

This section is for SFS Director use only

WT Annual Hours Attempted: _____ Total Hours Attempted: _____ 150% : Yes/No
 WT Annual Hours Completed: _____ Current Enrollment: _____ Classification: _____
 Previous Appeals: _____

Approved Denied Committee Member Signature: _____

Date: _____

Approved Denied Committee Member Signature: _____

Date: _____

Approved Denied Committee Member Signature: _____

Date: _____

Special Instructions:

***Next semester schedule must be approved by appeal committee: _____

