



## 2024-25 Satisfactory Academic Progress Appeal & Academic Action Plan – MD

Meeting financial aid satisfactory academic progress (SAP) standards is a financial aid eligibility requirement. Students who do not maintain SAP will lose their eligibility to receive financial aid. To request financial aid reinstatement consideration, an appeal can be submitted.

### HOW TO FILE AN APPEAL

1. Complete the **Satisfactory Academic Progress Appeal and Academic Action Plan** form.
2. **Attach a Promotions Committee or Academic Progress Letter from the School of Medicine** that states the steps necessary for remediation and /or graduation.
3. **Attach** a one-page [Explanatory Statement](#) and supporting documentation.

Submit all documents to the Office of Student Financial Aid. Print your name and student ID number on all documents.

**Note:** If your explanatory statement will disclose an incident of sexual violence or sexual harassment, access the [WSU Office of the General Counsel Title IX website](#) for information about WSU's federal law mandated obligation to report the information to the University's Title IX Coordinator for follow-up and possible investigation. If you would like to speak confidentially to a counselor for support, please contact WSU Counseling and Psychological Services at (313) 577-3398 or by visiting Suite 552 in the Student Center Building.

### DEADLINES

All appeal documents must be submitted before the end of the semester for which they apply. Financial aid cannot be reinstated retroactively for a prior payment period.

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### Satisfactory academic progress standards for students in the MD Program

The Satisfactory Academic Progress Policy is available on the financial aid website: [wayne.edu/financial-aid/medicine/policies/](http://wayne.edu/financial-aid/medicine/policies/).

Student academic progress is reviewed at the end of each academic year. Pace of progress (the percentage of courses completed) and the maximum time frame are measured in credit hours only whether enrollment is full- or part-time.

**Minimum qualitative requirements:** Satisfactory completion of all course requirements and examinations.

**Pace of progression:** At least 67% of all credit hours attempted must have successfully passing grades. The pace of progress is calculated by dividing cumulative hours that you successfully complete by the cumulative hours you have attempted.

**Maximum time frame:** School of Medicine MD degrees generally require four years of coursework. School of Medicine academic policies require completion of attempted coursework within seven years.

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### Appeal Decision Notification

The decision concerning your appeal will be sent to your WSU email address and posted in the Financial Aid portal in [Academica](#).

**Note: Outstanding grades may change or delay the decision.**

If your SAP appeal is approved, you will be placed on Financial Aid Probation for the payment period. If your academic progress is unsatisfactory at the end of the probationary period, you can continue to receive financial aid only if you are complying with the requirements of your Academic Action Plan.

If you exceed the maximum time frame for program completion, financial aid can be used only to pay for the courses required for your degree or eligible program completion.

The financial aid SAP policy is separate from the School of Medicine academic regulations.

**NOTICE:** Submission of an appeal form does not guarantee approval. If your appeal is approved, you will be placed on financial aid probation. You must follow your Academic Plan to receive aid. If your appeal is denied, you are not eligible for financial aid.



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Student's First Name		WSU Student ID #	
Student's Last Name		Phone Number	

**Check the box(es) beside the circumstances beyond your control that contributed to your unsatisfactory academic progress.**

Reasons for Appeal	Required Documentation
<input type="checkbox"/> Personal illness or injury <input type="checkbox"/> Personal crisis <input type="checkbox"/> Illness of a family member <input type="checkbox"/> Death in the family <input type="checkbox"/> Other <b>NOTICE:</b> Lack of awareness of withdrawal policies and/or requirements for SAP and lack of preparation for college coursework are <b>not</b> acceptable reasons for an appeal.	<p><b>ATTACH a <u>one-page explanation</u> of what happened and what has changed</b></p> <p>The explanation must include:</p> <ul style="list-style-type: none"> <li>▪ <b>What happened</b> and why the event(s) caused you to be unable to maintain satisfactory academic progress</li> <li>▪ <b>What has changed</b> and what steps you have taken or will take to achieve and maintain satisfactory academic progress</li> </ul> <p><b>Is this your first SAP appeal?</b> If not, your statement must include details about the circumstances that have changed since your last appeal.</p>
<input type="checkbox"/> Original grade was lower than current changed grade	<p><b>ATTACH</b> (1) a <b>complete</b> Academic Plan and (2) an explanation stating (a) the semester the class was completed and (b) the date of completion.</p>

**Additional documentation**

1. **ATTACH a Promotions Committee or Academic Progress Letter** from the School of Medicine that includes the necessary remediation and/or graduation steps. This is required for all appeals.
2. **STATE your anticipated graduation date:** \_\_\_\_\_  
MONTH and YEAR
3. Have you received an **Academic Plan from the Office of Academic & Student Programs**?  No  **Yes - ATTACH**
4. Are you returning from a Leave of Absence?  No  **Yes - ATTACH** both your **Leave Approval and Return from Leave letters**
5. If you were on a Leave of Absence, were you in good academic standing prior to your leave?  No  Yes

### Student Agreement

**INITIAL** each item below to acknowledge your understanding and compliance:

- ✍️ \_\_\_\_\_ I understand that to maintain financial aid eligibility, I must pass all courses.
- ✍️ \_\_\_\_\_ I understand that passing grades must be posted for completed courses to receive my financial aid disbursements.
- ✍️ \_\_\_\_\_ I understand that delays caused by exam schedules will result in delays in financial aid disbursements.
- ✍️ \_\_\_\_\_ I understand that if I withdrawal from a course it will impact my financial aid eligibility.
- ✍️ \_\_\_\_\_ I agree to contact my counselor immediately if I need to revise my plan. I understand that I have the responsibility to meet with my counselor throughout the term to review my progress, and discuss any issues that may arise.
- ✍️ \_\_\_\_\_ I agree to attend all classes, clerkships or rotations.
- ✍️ \_\_\_\_\_ I understand that it is my responsibility to follow the details of my promotions committee letter, my counselor's instructions and attend all required orientations. Failure to meet Financial Aid Satisfactory Academic Progress requirements may result in the loss of my financial aid eligibility.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must be handwritten with ink or stylus)