WORKDAY STUDENT SATISFACTORY ACADEMIC PROGRESS APPEAL



This guide will demonstrate how to complete an academic progress appeal application. At the end every semester SAP (Satisfactory Academic Progress) is run to determine GPA and Completion Rate. If a student is not within <u>financial aid standards</u>, the student will fall into suspension status and not be eligible for aid. Students will need to complete an appeal application, and have the application approved to be financial aid eligible again.

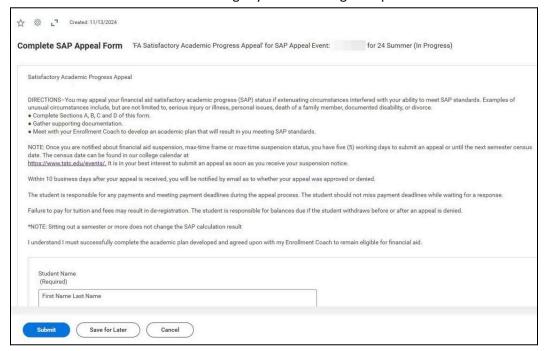
APPEAL APPLICATION IN WORKDAY INBOX

You will begin by logging in to your Workday account. You should have an inbox notification with the appeal task to complete.

1. Your homepage inbox notifications should display and will be awaiting your action. Click into the task.



2. The appeal application will open for you to fill. Please complete all questions and answer to the best of your ability. You will need to include a statement as to why you failed to meet sap standards for the term and what changes you are making to improve.





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3. You will be required to include an attachment with supporting documentation. Multiple documents can be uploaded together.

Appeals submitted without supporting documentation will not be accepted and will be DENIED.

You must attach appropriate supporting documentation to this form according to these guidelines:

If a family member or significant person in your life has died, please attach a copy of the obituary or death certificate.

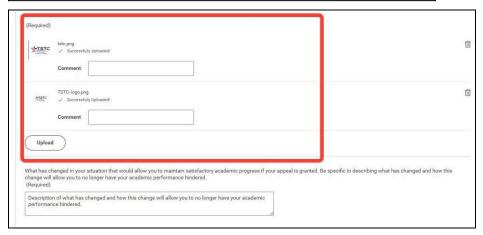
If you, a family member, or a significant person in your life has had a serious illness, accident, or injury, please attach a statement from a doctor or other professional third party, and/or a police report, and/or hospital documentation with relevant dates.

If you or your parent has gotten a divorce, please attach a copy of a letter from an attorney or the divorce decree and state how the divorce impacted your educational performance.

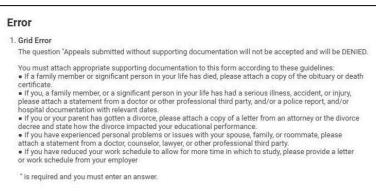
If you have experienced personal problems or issues with your spouse, family, or roommate, please attach a statement from a doctor, counselor, lawyer, or other professional third party.

If you have reduced your work schedule to allow for more time in which to study, please provide a letter or work schedule from your employer

(Required)



Note: If documentation is not uploaded you will receive an error message and will not be able to submit your appeal.

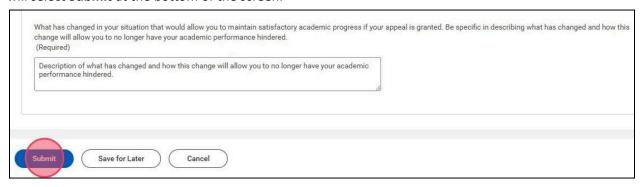




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4. If you need to save and come back you can click on the **Save for Later** option. If you are done you will select **Submit** at the bottom of the screen.



NOTE: You will be notified once appeal has been approved or denied. The appeal may be sent back to your inbox if additional information is being requested by your Enrollment Coach.

