

## Satisfactory Academic Progress (SAP) Appeal/Plan Form

Financial Aid Department  
800 Main Street, Room C-019  
Pewaukee, WI 53072  
262.691.5578 (Phone); 262.691.5123 (Fax)  
money@wctc.edu

Waukesha County Technical College and the Federal Student Aid program are dedicated to ensuring students have every opportunity to achieve their educational goals. Students receiving financial aid are responsible for maintaining an acceptable level of progress regarding quality and quantity of work. The criteria for making satisfactory academic progress are outlined below:

### Satisfactory Academic Progress (SAP) Criteria

#### Semester Criteria

- Minimum 2.0 semester Grade Point Average (GPA)
- Minimum 67% semester completion rate (also known as Pace)
  - » Completion Rate = credits completed divided by credits attempted

#### Cumulative Criteria

- Minimum 2.0 cumulative Grade Point Average (GPA)
  - » Cumulative GPA is calculated on all credits attempted at WCTC
- Minimum 67% cumulative completion rate (also known as Pace)
  - » All credits completed at WCTC and transferred to WCTC divided by total credits attempted

For financial aid purposes, criteria listed above are calculated using **all** attempted coursework. In addition to all completed coursework, **attempted coursework includes withdraws, drops and repeats.**

### 150% Duration Limit Rule:

Students that have not graduated by the time they have attempted 150% of the published credits for their current active program, as listed on their program curriculum requirement sheet, will immediately become ineligible for financial aid.

All credits that a student has transferred to Waukesha County Technical College, as well as, all credits attempted at Waukesha County Technical College, count toward the 150% limit. All attempted credits are included in this calculation regardless of:

- Program status, Program(s) being pursued, Financial Aid received/not received, and length of time since the credits were attempted

The maximum duration of financial aid eligibility is calculated by taking the number of credits required to complete your current active program requiring the most credits and multiplying by 150% (1.5). For example, a program requiring 60 credits to complete would have a maximum duration of eligibility of 90 credits. This is because 60 Credits x 150% (1.5) = a maximum of 90 credits.

For additional information regarding Financial Aid SAP go to: [www.wctc.edu/\\_site-pdfs/forms/satisfactory-academic-progress-policy.pdf](http://www.wctc.edu/_site-pdfs/forms/satisfactory-academic-progress-policy.pdf)

**Students who are not meeting financial aid standards for academic progress and have been placed on Suspension - Need Appeal (SNA) status may appeal the decision to reinstate their financial aid eligibility.**

To complete an appeal, the following is **REQUIRED**:

- You must have extenuating circumstances that have contributed to your inability to meet the requirements for SAP.
- You must complete this appeal in its entirety and submit to the Financial Aid Office. **This includes:**
  - » Explaining the extenuating circumstances in detail including dates, events and academic terms/ courses that were impacted at Waukesha County Technical College
  - » Explaining how the situation has been resolved and how you will be able to meet the Satisfactory Academic Progress criteria in the future at Waukesha County Technical College.
- Additional documentation may be requested at the discretion of the Financial Aid Office.

☐ I have read the above information in its entirety and understand the Satisfactory Academic Progress criteria



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### NOTE: YOU MAY ONLY COMPLETE THIS FORM ONCE

Any form that is incomplete or lacking sufficient information may be denied and with the possibility of the student being placed on Financial Aid Suspension (FAS) status immediately. Students placed on Financial Aid Suspension (FAS) will not be eligible to receive financial aid again until all Satisfactory Academic Progress criteria are met. If you have any questions about this form please contact the Financial Aid Office at 262.691.5436 or money@wctc.edu.

#### Section I – Student Information

First name \_\_\_\_\_ Last name \_\_\_\_\_

Student ID \_\_\_\_\_ Date of birth \_\_\_\_\_

Current active program \_\_\_\_\_

Note: The program listed on this form must be a financial aid eligible program and you must currently be active in it (have been accepted and not deactivated/withdrawn).

Semester you will be attending next (semester appealing for): ☐ Summer 2025 ☐ Fall 2025 ☐ Spring 2026

#### Section 2 – Appeal Information

Please select ONE of the following that classifies why you have not met satisfactory academic progress:

- ☐ Semester GPA (2.0 or lower)
- ☐ Semester Completion Rate (67% or lower)
- ☐ Cumulative GPA (2.0 or lower)
- ☐ Cumulative Completion Rate (67% or lower)

Please select the most relevant extenuating circumstance below:

- ☐ Death of Friend/Relative
- ☐ Injury of Student/Relative
- ☐ Illness of Student/Relative
- ☐ Disability
- ☐ Incarceration
- ☐ Homelessness
- ☐ Employment Status
- ☐ Transportation Issues
- ☐ Other (provide explanation): \_\_\_\_\_

*The following will **NOT** be accepted as extenuating circumstances and citing any of these issues as your extenuating circumstance will result in denial of your appeal:*

- Withdrawal "W" from course(s) to prevent failing grade or due to lack of interest
- Dropping course(s) to prevent failing grade or due to lack of interest
- Course difficulty, lack of understanding of material and/or requirements
- Disagreement with instructor/staff
- Lack of understanding or awareness of Satisfactory Academic Progress policy criteria
- Not having required course materials
- Computer issues

**You will provide a more detailed explanation of your extenuating circumstances on the following page.**



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Please explain in detail your extenuating circumstances. Your explanation must describe how your extenuating circumstances impacted each specific academic term or date range for which you did not meet the Satisfactory Academic Progress criteria. **This section is required.** Lack of detail will result in the denial of your appeal. NONE or N/A are **NOT** acceptable and will result in the denial of your appeal.



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### Section 3 – Meeting SAP Criteria in Future Academic Semesters

Please explain in detail what has changed in your situation and/or what you will do in the future to ensure that you meet all Satisfactory Academic Progress criteria. **This section is required.** Lack of detail will result in the denial of your appeal. NONE or N/A are NOT acceptable and will result in the denial of your appeal.



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### Section 4 – Terms and Conditions

Please read and agree to each of the following statements.

- ☐ I agree to follow my program requirements as listed on the curriculum sheet to make pace towards completion of the program listed above on this appeal form.
- ☐ I understand that in the event this Financial Aid SAP Appeal/Plan is approved, my approved academic plan consists of:
- » Achieving a 2.0 or higher term GPA every semester
  - » Achieving a 67% or higher term completion rate each semester
  - » Taking only courses that are required to complete the active program listed on this appeal form.
- ☐ This appeal truthfully explains the extenuating circumstance(s) that affected my ability to meet Financial Aid Satisfactory Academic Progress criteria and the steps that I will take to ensure I meet those criteria in the future.
- ☐ I understand that failure to follow the curriculum sheet for the program listed on this appeal form will result in Financial Aid Suspension until I meet all SAP criteria.
- ☐ I understand that in the event this Financial Aid SAP Appeal/Plan is approved, future financial aid eligibility is contingent upon my successful completion of the Back on Track (BOT) workshop within the term that this appeal is approved. Failure to complete the BOT workshop in the assigned timeframe will result in my financial aid being suspended until meeting all SAP requirements.

**Please allow 5-10 business days for processing.**

**All communication in regards to this appeal will be sent to your WCTC student e-mail account, please check it frequently.**

Any additional information requested by the Financial Aid Office must be submitted within 14 days of notification unless alternative arrangements are made in advance of the deadline. If additional information is not submitted within 14 days after it is requested, a final appeal decision will be issued based on the information available at that time.

### Section 5 – Certification and Signature

By signing and submitting this document, you are certifying that all of the information reported is complete and correct. A physical or electronic signature is required; typed signatures are not acceptable.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit completed form to:**  
**WCTC Financial Aid Department**  
Enrollment Center, Room C-019  
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