



Widener University

Commonwealth Law School

Financial Aid Office

2023 – 2024 APPLICATION FOR FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL

The process to appeal for financial aid after receiving notification of denial is to complete this application and attach a letter of appeal and any supporting documentation. This application and all attachments must be submitted to the Financial Aid Office via email to cwfaid@widener.edu. The Financial Aid Appeals Committee meets as needed each month. You must meet with the Assistant Dean of Students before you submit this appeal. Your application must be complete before it will be reviewed by the committee.

Name: _____ ID Number: _____
(Please print)

Email Address: _____

Telephone Number: (____) _____

1. Submit a letter of appeal explaining why you failed progress and what will change to ensure that you will make academic progress at the next evaluation.
2. Identify, by check mark, the reason(s) for your appeal from the choices below:
 - ☐ Military deployment or change in orders-(**Attach supporting documentation**)
 - ☐ Serious medical condition or death in the family-(**Attach supporting documentation**)
 - ☐ Other-(**Attach a letter of explanation and supporting documentation**)
3. Attach an approved academic plan signed by you and the Assistant Dean of Students in addition to completing the Academic Summary.

I understand that I must register and adhere to my academic plan to work toward reaching my stated educational goal. Any deviation from my agreed upon and approved academic plan may result in my appeal being denied.

Student Signature: _____ Date: _____

You will be notified, in writing, of the committee's decision regarding your appeal. You are encouraged to use the Academic Success Program through the Office of Student Affairs. The program is designed to help students struggling with the adjustment to law school or any additional academic challenges. It is imperative that you contact the Office of Student Affairs if you find yourself running into difficulties. If you need further details about the appeal process, please refer to the Satisfactory Academic Progress Guidelines on page 3.

Student Academic Summary

Student Name: _____ **Widener ID:** _____

History of Student's Academic Progress: (To be completed by the Assistant Dean of Students)

1. Number of credits passed _____ / attempted _____ = _____ % completion rate
2. Number of incompletes (I) _____ & Number of withdrawals (W) _____
3. Number of credits earned which apply to the degree: _____ out of a total of _____.
4. Estimate the number of credits needed to fulfill requirements to degree: _____.
5. Plan end date when student will be in good academic standing for continued aid eligibility: _____ (**must be included**)

Assistant Dean of Students' Recommendation:

The Financial Aid Office will consider extenuating circumstances if in the judgment of the Assistant Dean of Students they are warranted. Appeals will be evaluated on the likelihood that the academic plan for the student will ensure satisfactory or successful academic progress in the future and coursework outlined will remedy the lack of academic progress to date. Students should be advised that failure to successfully complete course work outlined in the academic plan indicated will result in removal of future aid and future appeals may be denied. Students may still attend without the benefit of financial aid but will need to pay out of pocket or borrow a private educational loan that does not require a student to be making satisfactory academic progress. Once a student is able to pass academic progress on their own, they can regain eligibility for federal financial aid.

Attach a copy of the student's academic plan. The academic plan must have an end date showing by when the student will be in good academic standing for continued aid eligibility.

Please briefly summarize what plans the student has discussed with you and provide any comments or recommendations that you think would assist the Financial Aid Appeals Committee in making a decision. You may attach a separate document.

Assistant Dean of Students: _____

Signature: _____ Date: _____

Telephone Number: _____ Email Address: _____

Satisfactory Academic Progress (SAP) Guidelines

To receive and remain eligible for Federal Title IV and institutional financial aid, students must progress toward the completion of their program of study at a rate that will ensure graduation in a reasonable length of time. Widener University Commonwealth Law School has established a policy that measures academic progress both **quantitatively** (credit hours) and **qualitatively** (grades) at the end of each academic year.

Students must meet the following minimum academic progress standards to receive Federal Direct Loans, Widener Law Commonwealth Institutional funds, and/or participate in the Federal Work-Study Program. Satisfactory academic progress is measured at the end of each academic year for students in the JD program. The academic year consists of summer, fall, and spring. Therefore, the Financial Aid Office will review satisfactory academic progress after spring grades have been received and verified by the Registrar's Office.

Students who do not meet the minimum standards will be contacted by email using their Widener email address. Notification will outline student options to re-establish eligibility, such as attending subsequent classes or submitting an appeal for a waiver by a specified date.

Quantitative Measurement

Students must successfully complete a minimum of 60 percent of the total credits attempted while enrolled at Widener University Commonwealth Law School. Successful completion is based on the percentage of the total (cumulative) credit hours attempted compared to the total credit hours completed. Earned credits for a course cannot be counted more than once. Grades of "I" (incomplete), "W" (withdrawal), "F" (failure), "NP" (no pass), and "Z" (no grade submitted) count as credits attempted but do not count as credits completed. Transfer credits must be treated as both attempted and completed credits for purposes of measuring academic progress.

Qualitative Measurement

Students enrolled in the JD program must achieve a minimum cumulative grade point average (GPA) of a 2.00.

Maximum Time Frame Requirements

The maximum time frame to complete the credits required for graduation is measured from the date of matriculation. JD students must complete their degree requirements within 84 months of matriculation. Matriculation shall mean the date on which a student first begins legal studies at any law school accredited by the ABA, not including a Trial Admission Program.

Questions regarding SAP should be directed to the Financial Aid Office

Updated: 02/2022