



# SATISFACTORY ACADEMIC PROGRESS APPEAL CHECKLIST

One Stop Student Services - onestop@cwidaho.cc - 208.562.3000 phone - 888.562.3216 fax  
P.O. Box 3010 - Nampa, ID 83653 - www.cwidaho.cc

Please read this checklist carefully and complete it yourself. Submit it along with ALL required documentation (listed below) and any supporting documentation you would like to include. **DO NOT have anyone else complete this checklist for you.**

Please do not submit this checklist without meeting with a CWI Enrollment Specialist. **You MUST schedule an appeal appointment by completing an online appointment request form ([http://www.cwidaho.cc/financial-aid/appeal\\_SAP.php](http://www.cwidaho.cc/financial-aid/appeal_SAP.php)).** Appeal documentation submitted without an appointment will be considered incomplete and will not be reviewed.

\_\_\_\_\_  
LAST NAME FIRST NAME M.I. STUDENT ID

**Please bring this checklist and the additional documentation referenced below with you to your appointment.**

1. **Schedule and Attend an Appeal Appointment - ([http://www.cwidaho.cc/financial-aid/appeal\\_SAP.php](http://www.cwidaho.cc/financial-aid/appeal_SAP.php))** Complete the online appointment request form and attend your appeal appointment. The CWI Enrollment Specialist you meet with will attach a printout of your online appointment request. Be sure to bring the following documentation to your appointment to submit with your appeal:

- This checklist, signed by you and the CWI Enrollment Specialist you meet with at your appointment, and;
- Any additional supporting documentation you would like to submit with your appeal.

2. **Develop an Education Plan that Ensures your Future Success.** At your appeal appointment, you will work with a CWI Enrollment Specialist to develop an education plan that will ensure your future academic success. The CWI Enrollment Specialist will assist you with the following documentation which will also be submitted with your appeal:

- A printout of your online appointment request/appeal form, and;
- A copy of your education plan requirements worksheet, and;
- A copy of your education plan, and;
- A copy of your graduation evaluation listing your current major, catalog year, and remaining course requirements in your degree/certificate program.

Your appeal will be reviewed and may be referred to a committee for additional consideration. If referred to the committee, the committee will make its decision based on the information you provide in this appeal. **Be sure this appeal form and all supporting documentation is complete, comprehensive, and legible.** **Submitting an appeal DOES NOT guarantee that your appeal will be approved.**

**IMPORTANT:** If your appeal is approved, your financial aid for future semesters will be conditionally reinstated and your progress carefully monitored. **In order to regain your eligibility for financial aid, you must enroll ONLY in courses that are recommended by a CWI Enrollment Specialist in your education plan AND maintain the minimum combined GPA noted in your education plan requirements.** Your education plan will only include courses required to complete your degree/certificate as indicated in the CWI Catalog for the catalog year noted on your graduation evaluation. Registering for courses not required for graduation and/or not included in your education plan will nullify any approval you may receive and could result in having to repay any/all aid received for the period(s) covered by your education plan.

## SIGN THIS FORM

I certify that all the information reported on this document is true and correct to the best of my knowledge. I understand that if I purposely give false or misleading information I may be subject to a fine, imprisonment, or both. I also agree to and understand the requirements and conditions associated with this appeal as described above and authorize the College of Western Idaho to make any necessary electronic corrections to my FAFSA based on the information submitted.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CWI ENROLLMENT SPECIALIST

\_\_\_\_\_  
DATE

### REQUIRED - CWI ENROLLMENT SPECIALIST NOTES:

Refer appeal to Appeals Committee:  Yes  No

Prior SAP Appeals (semester/year):

*CWI delivers college credit instruction, certificates and degrees through its memorandum of understanding with the College of Southern Idaho (CSI). CSI is accredited through The Northwest Commission on Colleges and Universities (NWCCU).*