

WESTERN DAKOTA TECH

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Satisfactory Academic Appeal Process for Academic Suspension

To complete an appeal request for academic suspension, complete the following steps:

1. Go to <https://wdt/verifymyfafsa.com>*
2. Select the “Manage Request” button
 - a. Next to the SAP Appeal, click on the “+” under the academic year you want to attend
 - b. Explain your reason for this request
3. Fill out the SAP Appeal Web Form
4. Upload supporting 3rd party documentation

Reason for appeal:

1. Personal illness or illness of immediate family member. Please attach medical records, such as a statement from a physician, regarding treatment, hospital records, or other third-party documentation of illness.
2. Death of immediate family member. Please attach a copy of the obituary, death certificate, or other third-party documentation.
3. Special Circumstances. Please provide written explanation and supporting documents such as court records, police records, letters from counselors or other unbiased third parties, etc. Your statement should include a detailed description of the circumstances that led to failure to meet SAP as well as a statement indicating what has changed that will prevent this situation from affecting future performance. Appeals cannot be approved for unresolved situations without solid evidence that the situation will not affect your academic performance.

If you have any questions regarding this process, please contact the Registrar’s Office at 605-718-2568 or email registrar@wdt.edu.

*Students who have not used federal financial aid will not have an account. If you are appealing your academic suspension and do not use federal financial aid to pay for your schooling, please contact the Registrar’s Office at 605-718-2568 or email registrar@wdt.edu to request an electronic copy of the appeal form.