



Satisfactory Academic Progress Appeal Request

Name: _____ ID #: _____

Program: _____ Phone Number: _____

Please indicate the semester for which you wish to appeal:

- Fall 2019 – appeal deadline is August 9, 2019
- Spring 2020 – appeal deadline is December 27, 2019

Reason for appeal:

- Academic Suspension
- Financial Aid Termination - Special Circumstances
- Financial Aid Termination - Change of Program

Please indicate your reason for appealing. Check all that apply:

- 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.
- Death of immediate family member.** Please attach a copy of the obituary, death certificate, or other third party documentation
- Change of program.** Students having a cumulative GPA of 2.0 and have completed 67% of credits attempted may contact the Financial Aid office at 605-718-2988 to get help in determining if you qualify for an appeal based on change of program.
- 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.

On a separate piece of paper, please explain the reason for your suspension and your plan make satisfactory academic progress towards a degree. Please refer to the enclosed example of an appeal request letter.

- Explain what happened. What were the circumstances leading to your withdrawal, failure of classes, and/or low cumulative GPA which resulted in your academic and/or financial aid suspension?
- What resources did you seek out to help you get the assistance you needed? (i.e. tutoring, community resources, work with instructor or Student Success Coach)
- Explain what has changed. What corrective measures have you taken or will you take to achieve and maintain satisfactory academic progress?

You will receive notification of appeal status before the start of the semester in which you are requesting the appeal.

Signature: _____ Date: _____

Return the completed form and appeal letter along with applicable documentation in person to Enrollment Services or mail to:

By Mail:
Jill Elder
Admissions and Financial Aid Director
Western Dakota Tech
800 Mickelson Drive
Rapid City, SD 57703

To be completed by Western Dakota Tech

Date received: _____

Tips for writing your appeal explanation statement

Admit the problem

Take a hard look at what happened and how it kept you from making satisfactory academic progress. Also, look at what you have done to resolve the concerns so that it does not affect your academic performance in the future. Perhaps you were struggling with the death of a family member which caused you to not be able to focus on your studies. During the course of the semester you sought professional counseling to help you cope with your loss and are now prepared to focus on your studies.

Note: Lack of awareness of withdrawal policies, requirements for satisfactory academic progress or unpreparedness for college coursework will not be accepted as reasons for the purpose of an appeal.

Attach any relevant supporting documentation

This may include any of the following documentation for yourself or your immediate family members. Documentation is required to determine special circumstances if you are appealing your loss of financial aid eligibility.

- medical documentation from hospital or physician
- obituary or death certificate
- accident report, police report, medical documentation of any sustained injuries
- statement from therapist, social worker or counselor
- additional documentation other than your own statement of events

Identify a valid reason for a SAP appeal

Valid reasons for an appeal include:

- medical emergencies
- health issues
- personal or family problems
- financial or personal catastrophe

Example of a valid explanation statement:

Date:

Name:

Student ID:

RE: SAP Appeal Explanation Statement

What happened:

I was involved in a car accident on February 2, 2018. I was in the hospital for two weeks because of a broken leg. Then I needed to have physical therapy every day for six weeks. This interfered with my ability to attend classes on a regular basis. I was unable to complete the spring 2018 semester and this affected my academic progress.

What has changed:

My leg has healed and I feel confident that I am able to continue my coursework and improve my academic progress. I intend to register and repeat the coursework in the classes that I failed. I will also take advantage of the tutoring assistance available and meet with my Student Success Coach.

Attached is documentation verifying my accident:

- A note from my doctor showing that I was under his/her care during the above time, and why. The note also shows that my doctor released me to return to school on February 16, 2018.
- A copy of my hospital bill showing the dates of my stay.
- A statement from my physical therapist indicating my therapy schedule.