Satisfactory Academic Progress Appeal Request

I am requesting the Satisfactory Academic Progress Committee review my appeal.
Deadlines: Wednesday, May 24 at 4 p.m. for summer 2017 and Friday, June 30 at 4 p.m. for fall 2017

Name: _____ ID #: _____

Program: _____ Phone Number: _____

Do you plan on staying in the same program? ☐ Yes ☐ No
If no, what program are you switching to? _____

For what semester are you requesting to attend? ☐ Fall ____ ☐ Spring ____ ☐ Summer ____

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 within five business days of your submission of the appeal request and required documentation.

Signature: _____ Date: _____

Return the completed appeal request, appeal letter, and applicable documentation:
by email to sap@wdt.edu;
by U.S. mail to 800 Mickelson Drive; Rapid City, SD 57703; or
in person to Enrollment Services

To be completed by WDT

Date received: _____

Tips for writing your appeal explanation statement

Admit the problem

Take a hard look at your situation to determine what has kept you from making satisfactory academic progress. Perhaps you need help with time management or study skills. Admit the problem and explain how you will get that help.

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 extenuating circumstances if you are appealing your financial aid suspension.

- 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
- severe health issues
- severe 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, 2016. 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 2016 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, 2016.
- A copy of my hospital bill showing the dates of my stay.
- A statement from my physical therapist indicating my therapy schedule.