



Satisfactory Academic Progress Appeal Form

A student has the right to appeal the disqualification of their financial aid eligibility. Please complete all sections of this form and return to the Financial Aid Office. **Incomplete appeals that lack the appropriate documentation will be denied.**

SECTION 1: GENERAL INFORMATION

Last Name:	First Name:	MI:	Student ID#:
Email Address:			Telephone Number:
Last Term of Attendance at WSC:		Next Term of Attendance at WSC:	

SECTION 2: APPEAL INSTRUCTIONS

I. **Deadline for Appeal Submission**

It is strongly recommended that you have submitted a completed appeal request no later than **two weeks prior** to the start date of your first course in the semester for which you are appealing for financial aid reinstatement. Late appeals may still be accepted for review at the discretion of the WSC Financial Aid Office.

II. **Timeline for Review and Communications**

- It may take a minimum of **one week** to review your appeal, during peak business times it may take a minimum of two weeks.
- If your appeal is submitted to the WSC Financial Aid Office incomplete, you will be sent one reminder requesting the item(s) that are missing. You will be given two weeks from the date of the reminder to submit the missing item(s). If the item(s) are not received within the requested timeframe you will be sent a notice that your appeal is denied.
- If you are currently enrolled and appealing for future semester, your appeal will be evaluated at the conclusion of the current semester once all final grades are available.
- All decisions or requests for further information will be sent to your WSC student email.
- All students providing an appeal for any semester are expected to attend all classes that have started and complete the necessary coursework for those classes while awaiting the results of their appeal.

III. **Academic Requirements Report**

- The Academic Requirements Report, which is available on *Campus Connection*, will serve as the degree audit required for review of your appeal.
 1. Select the **Academic Progress** tile
 2. On the left-side menu, verify that **Williston State College** is selected
NOTE: Select "**Change**" if you need to update to Williston State College
 3. Select **Academic Requirements**
 4. Choose **View Report as PDF**
 5. Print to submit with appeal **AND** print a copy for yourself
- Another option is contacting your advisor. Your advisor can prepare a *Plan of Study* in place of the Academic Requirements Report. The student and advisor must sign and date the *Plan of Study* that is prepared together.
- The WSC Financial Aid Office may determine that a *Plan of Study* is required.

SECTION 3: APPEAL REASONS AND SUPPORTING DOCUMENTATION

Please indicate your reason for appealing below and provide the documents listed in the bullet point for that reason. **Incomplete appeals that lack the appropriate documentation will be denied.**

- Extenuating circumstances of a medical nature (i.e. illness, hospitalization, mental health issues)
 - Attach a written statement explaining the medical circumstances. Include information that the situation is better and how you plan to succeed academically if given another opportunity.
 - Attach supporting documentation (i.e. letter from health care provider).
 - Academic Requirements Report **OR** Plan of Study set with advisor

- Family difficulties (i.e. death, divorce, serious injury/illness of immediate family member)
 - Attach a written statement explaining the situation (i.e. relationship of person to you).
 - Attach supporting documentation (i.e. obituary, death certificate, court documents).
 - Academic Requirements Report **OR** Plan of Study set with advisor

- Other extenuating circumstances
 - Attach a written statement explaining the circumstance and how it impacted your academic performance. Include information as to how the situation has been rectified and how you plan to succeed academically if given another opportunity.
 - Attach supporting documentation (i.e. legal documents, signed statement from other involved parties).
 - Academic Requirements Report **OR** Plan of Study set with advisor

- Attempted maximum credits (you attempted more than 150% of the credits required for your program)
 - Attach a written statement explaining the reason (i.e. changed majors, transfer credits).
 - Academic Requirements Report **OR** Plan of Study set with advisor

SECTION 4: STATEMENT OF UNDERSTANDING AND SIGNATURE

I understand that if my financial aid eligibility is reinstated, I am expected to meet the following conditions for the term of my probation:

- I understand that I am responsible for all college costs should I choose to enroll in courses (tuition, fees, books, room and board, etc.).
- I understand that submitting this appeal does not guarantee my appeal will be approved.
- I understand that if my appeal is approved, I have agreed to adhere to the terms and conditions set forth in my approval notice in order to continue receiving financial aid. If I do not meet these requirements my financial aid status will revert to disqualification.

Student's Signature _____ Date _____

Office Use Only: Approved Denied

Financial Aid Office Signature _____ Date _____