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**

<table>
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<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>MI:</th>
<th>Student ID#:</th>
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<th>Email Address:</th>
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<tr>
<th>Last Term of Attendance at WSC:</th>
<th>Next Term of Attendance at WSC:</th>
<th>Have you previously completed a SAP appeal at WSC?</th>
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<th>Advisor’s Name:</th>
<th>Program of Study:</th>
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**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.
   
   It is highly recommended that SAP appeals be completed by the following dates:
   - **Fall Term requests:** November 10th
   - **Spring Term requests:** April 6th
   - **Summer Term request:** July 12th
     
   ➢ If appeals are denied the student will be responsible for contacting Student Accounts to pay bill at 701-774-4299)

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.
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)
  - 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).
  - Attach Unofficial Transcript
  - Plan-of-Study set with advisor

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

- Other extenuating circumstances
  - 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).
  - Attach Unofficial Transcript
  - Plan-of-Study set with advisor

- Attempted maximum credits (you attempted more than 150% of the credits required for your program)
  - A written statement explaining the reason (i.e. changed majors, transfer credits).
  - Attach Unofficial Transcript
  - Plan-of-Study set with advisor

If more space is required, please attach a separate page

SECTION 4: UNOFFICIAL TRANSCRIPT

HOW TO VIEW & PRINT UNOFFICIAL TRANSCRIPTS
1. Go to https://willistonstate.edu
2. Click on Campus Connection
3. Enter USER ID & PASSWORD
4. Click ACADEMIC RECORDS TILE
5. On the left side click VIEW UNOFFICIAL TRANSCRIPT
6. Should be default set to VIEW REPORT and under report type UNOFFICIAL W/ TRANSFER SUMMARY
7. Click SUBMIT on right side
8. Opens PDF, either PRINT OR SAVE
SECTION 5: PLAN-OF-STUDY

Objective: Federal regulations require students who have failed to meet SAP standards, as defined by the Department of Education, to follow an Academic Plan-of-Study.

- The Academic Plan-of-Study must include only coursework that will be taken to achieve the degree or credential.
- The student must be enrolled only in the course work listed on their Academic Plan-of-Study, meet minimum completion rates, and be making progress each semester toward all SAP Requirements.
- The student’s progress will be reviewed each semester.
- **Students cannot receive federal assistance for the upcoming academic semester without this document completed (section 5) each semester.**

Instructions: Please develop a planned curriculum to ensure a realistic academic plan that includes coursework required for the declared program/degree. Once this plan is developed and agreed upon, please sign and date. If you have questions concerning the SAP policy, please refer to the policy at: https://willistonstate.edu/admissions/Student-Financial-Aid/Satisfactory-Academic-Progress/

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<tr>
<th>TERM</th>
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○ **PLEASE NOTE ADVISOR:** If the student’s appeal reason is **Attempted Max Credits**, please indicate below how many additional credits the student will need to graduate in their Program of Study:

(Include the credits you listed above in Plan-of-Study):

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<th>Printed Advisor Name:</th>
<th>Signed Advisor Name:</th>
<th>Date:</th>
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SECTION 5: 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 ________________