WESTERN WYOMING COMMUNITY COLLEGE

SATISFACTORY PROGRESS APPEAL FORM

FOR:  □ FEDERAL FINANCIAL AID  □ SCHOLARSHIP  □ HATHAWAY

Student Name:  Last                           First                          Middle

Student ID

Email

Phone Number

Address

City

State

Zip

Students may appeal to have their financial aid or scholarship eligibility reinstated for any of the following reasons:

(Check One)

1. Mitigating circumstances prevented the meeting of the satisfactory progress requirements.
2. An incomplete ("I") grade was changed to a passing grade.
3. Students who have reached the maximum time frame and are unable to complete their degree due to mitigating circumstances. A student can appeal only one time for maximum time frame.
4. The student enrolled at his/her own expense and completed NECESSARY course work to meet the satisfactory progress requirements.

Please check this box if you are appealing because you have completed a semester(s) on your own and feel you have regained the necessary requirements to have your aid reinstated. NO other documentation is required. Please sign and date at the bottom and return to Mustang Central at WWCC.

I am appealing my eligibility for the following semester:  □ Fall 20__ □ Spring 20__ □ Summer 20__

The following documents must be submitted with this appeal:

a. Satisfactory Progress Appeal Form
b. Student copies of ALL transcripts (student copies are sufficient)
c. Current class registration
d. Degree Audit (signed by your academic advisor). If you are appealing maximum time frame, the academic plan must include all hours and classes left to complete your degree.
e. A letter from yourself describing the mitigating circumstances that prevented you from meeting the requirements of satisfactory academic progress for the two semesters leading to Your suspension. The letter should also explain what has changed with regard to the circumstances that would support the claim that you will now be successful. For maximum time frame, the letter should address the reason related to having a high number of credit hours and/or why a change in major.
f. Documentation from outside sources supporting your circumstances (e.g. letter from physician if for medical situation). A time line outlining when the circumstances occurred within the semester(s) is recommended. Appeals will not be accepted if you have not adequately documented outside sources.
g. Students appealing an athletic or activity scholarship may also include a letter from their coach or sponsor.

Appeals that do not include all of the required materials will not be considered. The student is responsible for returning this form plus all the required documentation. Please note the items f. and g. above may not apply to all students.

You are responsible for the payment of ALL institutional costs (tuition, textbooks, residence hall, etc.) associated with your next semester of enrollment prior to the decision of your appeal.

*All communication will be sent through you Mustang Cruiser Email*

I attest that the information of this appeal form and the supporting documents are correct and accurate. My signature certifies that I have read and understand the terms of this form.

Signature_____________________________________________________________ Date______________________________