



1 Whitney Way  
 Sheridan, WY 82801  
 (307) 675-0505



300 W. Sinclair  
 Gillette, WY 82718  
 (307) 681-6000

### Student Appeal Request

**Students who drop or withdraw from one or more courses, or who completely withdraw will be obligated to pay NWCCD for that portion of tuition, fees, housing, and dining charges not refunded, as indicated by Procedure 5041.5.**

**Due Date:** All appeals must be received no more than 60 days after the end of semester in question. Appeals received after 60 days will not be accepted.

Complete the appeal request in its entirety. Requests may take up to four (4) weeks to be decided by the Committee. Included in this request packet:

- Recommended Appeal Contents
- Academic Performance and Attendance Form
- Success Plan Template
- Time Diary

The committee will use the rubric as a guide to promote consistency in decision making; however, the committee reserves the right to take into consideration other information not specifically addressed by the rubric.

Return completed packets to the following offices based on your campus location:

<p><b>Sheridan College/SCJC</b>  <b>1 Whitney Way</b>  <b>Sheridan, WY 82801</b></p> <p>Financial Aid Appeals – Financial Aid Office, Whitney Academic Center</p> <p>Financial (Business Office, Student Billing) appeals &amp; all other appeals – Vice President of Student Affairs Office, Whitney Academic Center</p>	<p><b>Gillette College</b>  <b>300 W. Sinclair St W</b>  <b>Gillette, WY 82718</b></p> <p>Financial Aid Appeals - Financial Aid Office, GC Main Building</p> <p>Financial (Business Office, Student Billing) appeals &amp; all other appeals - Financial Aid Office, GC Main Building</p>
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**Please Print**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Semester for appeal: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ NWCCD Email: \_\_\_\_\_@sheridan.edu

**Type of Appeal (check all that apply):**

- Satisfactory Academic Progress (Financial Aid)
- Maximum Time Frame (Financial Aid)
- Financial Appeal (Business Office, Student Billing)
- Academic Standing (Suspension)
- Withdrawal Date Appeal (Registrar)
- Contract Release (Housing)
- Other (please specify): \_\_\_\_\_

**Appeal Packet must include:**

**1. Satisfactory Academic Progress & Maximum Time Frame (Financial Aid Appeal)**

- Appeal Letter addressing (must be typed):
  - Reason for the appeal
  - What has changed to improve your potential for success?
  - Support systems present (i.e. Tutoring, TRIO, College Success Program, Family Support, Success Plan Created, Etc.)
  - What have you learned about yourself when it comes to overcoming obstacles?
  - What other methods or means have you tried to resolve this matter before submitting this appeal?
  - If the appeal is not granted, what is your plan to resolve the issue?
- \*The Writing Center on both Sheridan and Gillette campuses is available as a resource if needed.**
- Appeal Letter addressing **MAXIMUM TIME FRAME APPEALS ONLY** (must be typed):
  - Letter addressing reason for pursuing additional coursework
- Academic Advisor recommendation
- Updated academic plan from an Academic Advisor
- Success plan
- If you are currently attending courses and submitting an appeal, please have each of your instructors fill out the Academic Performance and Attendance Form.

**2. Financial Appeal (Business Office, Student Billing)**

- Appeal Letter addressing (must be typed):
  - Reason for the appeal
  - Provide the steps you took to resolve the balance on your account with the business office.

**3. For Academic Standing & Withdrawal Date Appeals (Registrar)**

- Appeal Letter addressing (must be typed):
  - Reason for the appeal, identifying challenges and strategies to help raise GPA.
  - What have you learned about yourself when it comes to overcoming obstacles?
  - What other methods or means have you tried to resolve this matter before submitting this appeal?
  - Do you have a plan set up with your Academic Advisor and what on campus resources are going to utilize?

**4. Appeal Letter addressing (must be typed):**

- Appeal Letter addressing (must be typed). Please work with the Advising Office to determine what documentation is needed.

**5. For Housing Contract Release Appeals (Housing)**

- Appeal Letter addressing (must be typed). Letter must show compelling unanticipated medical, personal, or financial issues that arise after entering the lease/contract.

**Documentation supporting your appeal such as medical records or legal paperwork may be provided but is not required.**

**Academic Performance and Attendance Form:**

If currently taking classes, please have each of your instructors fill out the following information to be included in your appeal packet for the committee. If online, you can attach email from instructor.

<b>Class:</b>  <b>Instructor Signature &amp; Date:</b>	<b><u>Attendance:</u></b> a. Greater than 90% b. 89%-75% c. Less than 75%	<b><u>Class Progress:</u></b> a. Satisfactory b. If unsatisfactory, describe below:
<b>Class:</b>  <b>Instructor Signature &amp; Date:</b>	<b><u>Attendance:</u></b> a. Greater than 90% b. 89%-75% c. Less than 75%	<b><u>Class Progress:</u></b> a. Satisfactory b. If unsatisfactory, describe below:
<b>Class:</b>  <b>Instructor Signature &amp; Date:</b>	<b><u>Attendance:</u></b> a. Greater than 90% b. 89%-75% c. Less than 75%	<b><u>Class Progress:</u></b> a. Satisfactory b. If unsatisfactory, describe below:
<b>Class:</b>  <b>Instructor Signature &amp; Date:</b>	<b><u>Attendance:</u></b> a. Greater than 90% b. 89%-75% c. Less than 75%	<b><u>Class Progress:</u></b> a. Satisfactory b. If unsatisfactory, describe below:

## Success Plan Template

Goal Statement – goal should follow the SMART goal template (Specific, Measurable, Attainable, Realistic, and Timely).

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Support Services Attained (Please obtain signatures from the director of the service area):

Support Service	Have used in the past	Plan to use this semester
TRiO/ College Success Program ( <a href="#">Sheridan W168</a> )		
Veteran’s Center ( <a href="#">Sheridan TRCC 001</a> & <a href="#">Gillette PC 132</a> )		
Gear Up ( <a href="#">Sheridan W168D</a> & <a href="#">Gillette TEC 105E</a> )		
Tutoring Center ( <a href="#">Sheridan Kooi Library</a> & <a href="#">Gillette GCMN 203</a> )		
Writing Center ( <a href="#">Sheridan W161</a> & <a href="#">Gillette GCMN 203</a> )		
Math Center ( <a href="#">Sheridan W201</a> & <a href="#">Gillette GCMN 213</a> )		
Disability Services ( <a href="#">Sheridan W156</a> & <a href="#">Gillette GCMN 206D</a> )		

List your support system(s) & how each will provide assistance.

Describe your plan of action if/when you face adversity.

Describe *how* you plan to study (timeline, breaks, location, etc.)

## Time Diary

- How do you spend your time? You have to know yourself and how you spend your time before you can get organized.
- Directions: Block out chunks of time below for your commitments (class, work, etc.).

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7-7:30am							
7:30-8am							
8-8:30am							
8:30-9am							
9-9:30am							
9:30-10am							
10-10:30am							
10:30-11am							
11-11:30am							
11:30-12pm							
12-12:30pm							
12:30-1pm							
1-1:30pm							
1:30-2pm							
2-2:30pm							
2:30-3pm							
3-3:30pm							
3:30-4pm							
4-4:30pm							
4:30-5pm							
5-5:30pm							
5:30-6pm							
6-6:30pm							
6:30-7pm							
7-7:30pm							
7:30-8pm							
8-8:30pm							
8:30-9pm							
9-9:30pm							
9:30-10pm							
10-10:30pm							
10:30-11pm							
11-11:30pm							
11:30-12am							
12-12:30am							
12:30-1am							
1-1:30am							
1:30-2am							

## Time Diary Calculation Sheet

Add up the total week hours from your Time Diary for the following activities. **NOTE:** Not everyone will have all the activities listed below. Each person chooses their own lifestyle. The committee does not base their decision solely on this exercise, but it helps the student determine a plan.

- Academics (studying): \_\_\_\_\_
- Academics (in class): \_\_\_\_\_
- Commuting: \_\_\_\_\_
- Eating: \_\_\_\_\_
- Exercising: \_\_\_\_\_
- Relaxing: \_\_\_\_\_
- Sleeping: \_\_\_\_\_
- Social Activities (include time spend in personal relationships): \_\_\_\_\_
- Sports: \_\_\_\_\_
- Watching TV (include time playing video or computer games): \_\_\_\_\_
- Social Media (SnapChat, Tik Tok, Facebook, Twitter, Pinterest, etc.): \_\_\_\_\_
- Work: \_\_\_\_\_
- Other: \_\_\_\_\_

Total Hours Spent: \_\_\_\_\_