

## Satisfactory Academic Appeal Process

To complete an appeal request, complete the following steps:

1. Go to <https://wdt.studentforms.com>.
  - a. Sign in using your MyWDT username and password
2. Select the “Manage Request” Button
  - a. Click on the “+” under 2023-2024 next to the SAP Appeal
  - b. Explain your reason for this request
3. Fill out the SAP Appeal Web Form
4. Upload supporting 3rd party documentation

Reasons for appeal:

1. Personal illness or illness of immediate family member. Please attach medical records, such as a statement from a physician, regarding treatment, hospital records, or other third-party documentation of illness.
2. Death of immediate family member. Please attach a copy of the obituary, death certificate, or other third-party documentation.
3. Change of program. Students having a cumulative GPA of 2.0 and have completed 67% of credits attempted may contact the Financial Aid office at 605-718-2988 to get help in determining if you qualify for an appeal based on change of program.
4. Special circumstances. Please provide written explanation and supporting documents such as court records, police records, letters from counselors or other unbiased third parties, etc. Your statement should include a detailed description of the circumstances that led to failure to meet SAP as well as a statement indicating what has changed that will prevent this situation from affecting future performance. Appeals cannot be approved for unresolved situations without solid evidence that the situation will not affect your academic performance.

If you have any questions regarding this process, please contact us at 605-718-2988.

Sincerely,

WDTC Financial Aid Office

January 2024