

Student Appeal Request

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

Appeals must be received no more than 60 days after the end of semester in question.

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:

- Appeal Process Advisor List
- Recommended Appeal Contents
- Student Appeal Process Flowchart
- Sample Student Appeal Request Cover Page
- Guidance Rubric for Student Appeals
- Academic Performance and Attendance Form
- Success Plan Template
- NWCCD Student Financial Responsibility Agreement

Process advisors are available to assist students through the appeal process. 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 office based on your campus location:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Sheridan College / SCJC
1 Whitney Way
Attn: VPSA W 156
Sheridan, WY 82801
307-675-0123
amorgan@sheridan.edu | <ul style="list-style-type: none"> • Gillette College
300 W. Sinclair
Attn: Fin. Aid Office GCMN 111
Gillette, WY 82718
307-681-6041
cgrammens@sheridan.edu |
|---|--|

Student Name: _____ Student ID Number: _____

Program of Study: _____

Semester for appeal: _____ Anticipated Graduation Date: _____

Phone Number: _____ NWCCD Email: _____

Type of Appeal (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Student Academic Progress (Financial Aid)
<input type="checkbox"/> Academic Standing (Suspension)
<input type="checkbox"/> Max Time Frame (Financial Aid)
<input type="checkbox"/> Withdrawal Date Appeal (Registrar) | <input type="checkbox"/> Financial Appeal (Business Office)
<input type="checkbox"/> Contract Release (Housing)
<input type="checkbox"/> Other (please specify) _____ |
|---|---|

Appeal Packet must include:

- Appeal Letter addressing
 - 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?
 - FOR BUSINESS OFFICE APPEALS ONLY INCLUDE: Please provide the steps you took to resolve the balance on your account with the business office.
 - FOR MAX TIME FRAME APPEALS ONLY INCLUDE:
 - Reason for pursuing additional coursework
 - FOR HOUSING CONTRACT RELEASE APPEALS: Letter must show compelling unanticipated medical, personal or financial issues that arise after entering into the lease/contract.
- Academic Advisor recommendation
- Updated academic plan
- Success plan
- If you are currently enrolled in courses and submitting an appeal, then please have each of your instructors fill out the Academic Performance and Attendance Form.

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

Appeal Process Advisors

Sheridan Campus

- Brenda Haseman
- Tyler Jensen
- Chanda Richards
- Amy Browning
- Andrea Morgan
- Aaron Odom
- Karen St. Clair
- Anastasia Corley
- Ann Storey
- Boyd Deuel
- Thad Rigby
- Ron Winters
- Rafael Escoto

Gillette Campus

- Christina Grammens
- Shannon Henshaw
- Ashley Mallett
- Zack Atwood
- Kristin Young
- Kiley Dodson
- Nani Manan
- Ashley Shenefelt
- Susan Serge
- Claire Phillips

Sheridan College in Johnson County

- Derek Andrews



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



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

Student Appeal Process

Student Role in the Process



NWCCD role in process follows the student action.





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Student Appeal Request Cover Page

Date appeal received: _____ Date appeal to be reviewed: _____

Appeal #: _____

Program of Study: _____

Semester for appeal: _____ Anticipated Graduation Date: _____

Cumulative GPA		SAP GPA	
Previous Semester GPA		Completion Rate	
Previous Appeals		Number of Academic Alerts	
Number of Conduct Cases		Number of CARE Alerts	
Number of Previous Appeals:			
Documents Present:	<input type="checkbox"/> Appeal Letter <input type="checkbox"/> Advisor Statement <input type="checkbox"/> Updated Academic Plan <input type="checkbox"/> Success Plan <input type="checkbox"/> Student Progress Report <input type="checkbox"/> Verification		
Notes:			

For Office Use Only: Approved _____ Denied _____

List any conditions for approval: _____

Guidance Rubric for Student Appeals

Guidance Categories	4	3	2	1
Documentation Submitted	All Documents Present	75% of Documents	50% of Documents	Less than 50% Documents.
Cumulative GPA	2.0 or above	1.5-1.9	1.25-1.49	1.24 or less
Student Academic Progress GPA	2.0 or above	1.5-1.9	1.25-1.49	1.24 or less
Advisor Statement	Strong recommendation for approval	Recommendation with conditions.	Neutral. Has not regularly met with student or completed academic plan recently.	Not recommended for approval.
Student Progress Report Form	Attendance greater than 90% and class progress satisfactory	Attendance greater than 75% and class progress satisfactory	Attendance less than 74% and class progress satisfactory	Form missing.
Letter Evaluation	Addresses all components in application packet. <ul style="list-style-type: none"> • Reason for appeal. • What has changed to improve your potential for success. • Support systems. • What was learned? • Other methods of resolution. 	Addresses at least 75% of components in application packet.	Addresses 50% of components in application packet.	Addresses less than 50% of components in application packet.
Reason Evaluation	Reason was compelling unanticipated medical, personal or financial issues that arise after entering the semester	Reason was medical, personal or financial issues that arose after entering the semester	Reason was not unanticipated	Reason was not presented
Success Plan Evaluation	Includes time diary, set up tutoring or other services, support system in place, plan for better study skills, resiliency plan, how to overcome inevitable obstacles.	Missing one of these components.	Missing 2 of these components.	Missing more than 2 of these components.
Other Considerations Based on Appeal Type				
Financial Aid	Has paid for 6 credits or more on their own	Has paid for 3-5 credit hours on their own	Has paid for 1-2 credit hours on their own	Has not paid for any credits on their own
Housing	Has provided documentation explaining situation	Has explained but provided minimal documentation	Has minimally explained and has minimal documentation	Has minimally explained but no documentation
Financial Appeal (Business Office)	Has exhausted all other options or has evidence of a procedural error	Has exhausted most other options	Has exhausted some other options	Has not looked into other options

** 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.



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Academic Performance and Attendance Form:

Please have each of your instructors fill out the following information to be included in your appeal packet for the Committee.

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



Success Plan Template

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

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

- TRiO/ College Success Program (Sheridan W168 & Gillette GCMN): _____
- Veteran’s Center (Sheridan TRCC 001 & Gillette PC 132) : _____
- Gear Up (Sheridan W168D & Gillette TEC 105E): _____
- Tutoring Center (Sheridan Kooi Library & Gillette GCMN 203): _____
- Writing Center (Sheridan W161 & Gillette GCMN 203): _____
- Math Center (Sheridan W201 & Gillette GCMN 213): _____
- Disability Services (Sheridan W156 & Gillette GCMN 206D): _____

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							
2-2:30am							

Time Diary Calculation Sheet

Add up the hours from your Time Diary for the following activities. NOTE: Not everyone will have all 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, Facebook, Twitter, Pinterest, etc.): _____
- Work: _____
- Other: _____

Total Hours Spent: _____