



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 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
- Academic Performance and Attendance Form
- Success Plan Template

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"> <li>• Sheridan College /<br/>SCJC 1 Whitney Way<br/>Attn: VPSA Office W156<br/>Sheridan, WY 82801<br/>307-675-0123</li> </ul> | <ul style="list-style-type: none"> <li>• Gillette College<br/>300 W. Sinclair<br/>Attn: Fin. Aid Office GCMN<br/>111 Gillette, WY 82718<br/>307-681-6041</li> </ul> |
|--|---|

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

Appeal Packet must include:

- 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?
  - 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
- Rafael Escoto
- Chanda Richards
- Aaron Odom
- Karen St. Clair
- Thad Rigby
- Kelly Cosgrove
- Sarah Aksamit
- Rosio Gosende-Washburn
- Bradley Branson
- Shelby Garstad

Gillette Campus

- Christina Grammens
- Shannon Henshaw
- Zack Atwood
- Kristin Young
- Kiley Dodson
- Grace Henderson
- Susan Serge
- Fabian Munoz-Lechuga

Sheridan College in Johnson County

- Derek Andrews



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

Support Service	Have used in the past	Plan to use this semester
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 Kooi Library & 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, Tic Toc, Facebook, Twitter, Pinterest, etc.): \_\_\_\_\_
- Work: \_\_\_\_\_
- Other: \_\_\_\_\_

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