

## Satisfactory Academic Progress Appeal

### For Academic and Financial Assistance Reinstatement

Student Name (please print): \_\_\_\_\_

Student ID#: \_\_\_\_\_

(Required)

Address: \_\_\_\_\_

Street

City

State

Zip

Telephone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

If you wish to be considered for Academic and Financial Assistance reinstatement, you must submit this form, along with the required items listed below, to the Student Services Office no later than 2 weeks before classes start in the fall semester and 1 week before classes start in the spring semester. Incomplete and/or late appeals will not be reviewed.

#### 1. A typed personal statement that answers the following questions:

When answering these questions you will need to provide detailed, specific information describing the circumstances surrounding your dismissal from KWU. Answering these questions will help you provide the background information needed by the committee to review your appeal. Please type your statement in letter format addressed to the Chair of the Enrollment Committee.

**a. What specific extenuating circumstances caused you to become dismissed?**

Share your understanding of why you were academically dismissed and describe the circumstances throughout your academic career which contributed to this dismissal. We recommend that you look through your academic record and give reasons for poor academic performance in the last semester and any semester in which you received a session GPA of less than 2.0 or withdrew from multiple courses.

**b. What specific steps have you taken/are you now taking to address these circumstances?**

**c. If you are reinstated, what is your personal and academic plan for future semesters to help ensure your graduation? Your statement must address both your personal and academic plan.**

#### 2. Documentation to support your appeal. Examples of helpful documentation are below:

a. **Illness/Disability** – Detailed letter, on letterhead, from physician explaining dates and type of illness, recommended treatment, dates of non-attendance, etc.

b. **Death of Family Member** – Death certificates, obituary notices, copy of airline ticket.

c. **Legal Problems** – Divorce decree, separation agreement, police reports detailing incident, date, and those involved.

d. **Job Conflict** – Letter from supervisor, on letterhead, stating scheduling problems, etc.

#### 3. An approved degree completion plan which should:

a. Include the specific courses you intend to complete **during the next two semesters**, please list:

i. Semester and Year for each course

ii. Course Number, Title, and number of credit hours for each course

iii. Requirement(s) the course will fulfill (e.g. Liberal Studies History Elective, or Major Requirement, etc.)

iv. Your intended major(s), minor(s), and anticipated graduation date (Semester and Year)

b. Be listed on your advisor's departmental letterhead, or your degree audit, **or by email from your advisor**

c. Be approved and signed by your advisor. If advisor cannot be contacted within one week, student petition can be approved by department or division chair. Signatures can be submitted electronically.

# KANSAS WESLEYAN UNIVERSITY

Office of the Registrar PH285, 100 E. Claflin, Salina, KS 67401

Telephone: (785) 833-4320

FAX: (785) 404-1485

E-mail: kdubhub@kwu.edu

## Advisor Acknowledgement:

The student above has met with me to discuss their Academic Progress and I have worked with them to develop an academic plan that has my support:

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Advisor Signature

Date

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## Student Acknowledgement:

I have read and understand the Satisfactory Academic Progress policy available in the KWU Course Catalog (<http://www.kwu.edu/academics/enrollment-and-registration/course-catalogs>). I also understand that:

- My appeal must be completed and received within 30 days of the date of my dismissal notification letter or before the last day to add classes for the semester, whichever occurs earlier.
- This appeal for reinstatement is NOT automatic, and there is no guarantee that I will be permitted to attend KWU in the future.
- If my appeal is approved, I am expected to make academic progress during the term for which the appeal has been approved, be enrolled in INTD090: Strategies for Success, attend regular meetings with the Director of the Student Success Center, and follow the Academic Plan set for me.
- If my appeal is denied, I will be eligible to apply for admissions to KWU after one full semester and will be subject to regular admission standards at that time.
- I agree to enroll in the courses listed on my specific degree completion plan.

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Student Signature

Date

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## Academic Progress Approval:

I have reviewed this student's degree completion plan and confirm that the courses listed are adequate to make progress on his/her requirements if s/he does not deviate from the approved plan.

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Office of the Registrar

Date