



### Satisfactory Academic Progress Appeal Form

Instructions: Complete this form and all requirements listed below if you wish to appeal for reinstatement following suspension from Ridgewater or for initial admission if on academic suspension at another institution. Your appeal will be reviewed by the Director of Financial Aid. You will be notified, in writing, of a decision within 30 business days after the date your appeal is received.

Name: \_\_\_\_\_ Student ID# (or SS#): \_\_\_\_\_
Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
City/State/Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_
Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Are you suspended from Ridgewater College? YES NO
Are you suspended from another college? YES NO If yes, which college(s)? \_\_\_\_\_

Upcoming term you wish to attend: \_\_\_Fall \_\_\_Spring \_\_\_Summer Year\_\_\_\_\_
Campus you wish to attend: \_\_\_Hutchinson \_\_\_Willmar \_\_\_Online Only
Previous program/major: \_\_\_\_\_
Program/Major you wish to enter/re-enter: \_\_\_\_\_

#### STEP 1: IDENTIFY YOUR EXTENUATING CIRCUMSTANCE(S)

I have special circumstances that prevented me from achieving good academic standing (check all that apply):
\_\_\_ Personal problems (death or serious illness of an immediate family member, relationship and/or family issues, etc.)
\_\_\_ Psychological and/or physical health issues
\_\_\_ Other circumstances beyond my control (Briefly explain: \_\_\_\_\_)

#### STEP 2: WRITE LETTER OF APPEAL

Your letter of appeal should be typed and answer the following questions:
1. What were the circumstances that prevented you from meeting satisfactory academic progress standards? Explain, in detail.
2. What has changed in your life to allow you to be successful at Ridgewater College?
3. In what way were you responsible for your academic difficulties? Explain.
4. If you were not enrolled at Ridgewater last semester, what have you been doing since your dismissal that supports your reinstatement request?
5. What are your academic strengths and your academic challenges? Please describe.
6. What is your plan for academic success if your appeal is granted? (ie: time management schedule, college services/resources you are going to utilize).

#### STEP 3: GATHER DOCUMENTATION (Do not attach documents needing to be returned.)

I have included the following documentation (i.e. statement from medical facility, obituary, etc.) showing the extenuating circumstances I faced while in school:
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### STEP 4: SIGNATURE

I agree with the following:
\*The information included in this appeal is complete and correct, to the best of my knowledge.
\*Achieve an acceptable GPA AND Completion rate of my courses until my GPA and completion rate are at or above good academic standing, otherwise I will again be suspended from college.
\*I accept full responsibility for my academic success and my financial obligations to Ridgewater College.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_