

# Chippewa Valley Technical College

## Request for Academic or Financial Aid Appeal

All students dismissed from CVTC may appeal their Academic Dismissal to be reinstated to the College. All students may appeal their Financial Aid suspension to have their Financial Aid reinstated. Please check one:

- I am appealing my Academic dismissal (deadlines below)
- I am appealing my Financial Aid suspension (appeal immediately)
- I am appealing both Financial Aid & Academic (deadlines below)
- I am a high school student appealing my Academic dismissal

If you wish to appeal your Academic Dismissal or your Financial Aid suspension, you must submit this form and the following information/documentation within the timeline indicated:

1. Scheduled an appointment with Academic Advisor, Student Success Specialist, Student Central Advisor or Diversity.
2. An explanation of the specific circumstance that prevented you from meeting the academic or financial aid standards and how you have addressed the problem to ensure future academic success.
3. The following third party verification/documentation of the circumstances is attached. Refer to the Academic and Financial Aid Appeal website to access a [training video](#) for completing an academic or financial aid appeal.

**You are required to check a box(es) below and attach documentation. If documentation is not submitted and does not support your circumstance, your appeal for reinstatement will not be reviewed.**

- Death of an immediate family member (mother, father, sibling, child, spouse, or grandparent). A copy of the death certificate or obituary is required.
- Medical condition which resulted in the inability to attend class or make contact to drop/withdraw. Medical documentation including the dates of illness, admission to the hospital, or a signed letter from the doctor is required.
- Family, financial, or legal situation that impacted your ability to succeed. A statement from a third party (family member, health care provider, friend, faculty, or other advocate) is required.
- Other (career choice, degree focus, time management, etc.) Provide documentation of steps you have already taken to address your circumstance(s). Refer to the [College Planning & Preparation](http://resources.cvtc.edu) (resources.cvtc.edu) website for CVTC resources.

I have checked with the Cashier's Office and cleared all account receiveable holds. **(Please note an appeal cannot be submitted until all financial holds are cleared.)**

If you were dismissed more than one semester in the past, you may appeal immediately. Appeals will be reviewed and a re-entry decision will be communicated within 30 days via mail. If you were dismissed the previous semester, please see dates below:

Dismissal Term	Students May Submit AFTER:
Fall	April 1
Spring	July 1
Summer	November 1

**\*Deadline for appeal submission is 3 business days prior to the desired term.**

The Satisfactory Academic Progress/Academic Standards (SAP/AS) Appeals Committee, is comprised of representatives from College administration. If your appeal is approved and reinstatement granted, you are obligated to meet the requirements of your success plan. Your plan will be evaluated at the end of the next term of enrollment to ensure that you met all requirements. If your appeal is denied, you will be informed of your re-entry options. All committee decisions are final.

Complete the student contact information in the space below, and address the questions/statements that follow.

Last Name	First & Middle Name	CVTC Student Identification Number
PO Box/Street Address		Home/Contact Telephone Number
City State Zip		Academic:                      Financial: Month/Year of Dismissal from CVTC
Program Enrolled in at Time of Dismissal	New Program of Interest if Reinstated	Academic:                      Financial: Preferred Reinstatement Term (Fall/Spring/Summer)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Academic:                      Financial:	Email Address
Is This Your First Appeal?	If No, Term of Previous Appeal	

# OBSTACLES

Self reflect on the following items that may have been a barrier to your success the past two semesters. Use the the information on pages 2-3, along with the [College Planning & Preparation](http://resources.cvtc.edu) (resources.cvtc.edu) website, to assist you in answering the questions on page 4.

## Learning Habits

- Too much TV/Internet/Games
- Too much social life
- Overextended in my \_\_\_\_\_
- Use cell phone too much
- Inadequate computer skills
- Failure to listen to staff/faculty
- Other \_\_\_\_\_

## Social Support

- Significant other/Children problems
- Household obligations
- Roommate problems
- Socially uncomfortable/shy
- Parental pressure
- Physical abuse
- Divorce or Separation
- New Marriage
- New independent status
- Family health problems
- Loneliness
- Being Single
- Other \_\_\_\_\_

## Financial

- Worried about money
- Financial aid requirements
- Inadequate Financial aid
- Spouse not working
- Too many debts
- Time limit on school funds
- Other \_\_\_\_\_

## Work-Related

- Must work to survive
- Work too many hours
- Problems with the boss

- May lose job
- Conflicts with the job
- No part-time work available
- Conflicts at work
- Other \_\_\_\_\_

## Personal

- Stressed all the time
- Cultural pressures
- Relationship worries/problems
- Loss of family member or friend
- Depression
- Substance abuse
- Rape or assault
- Health/Medical worries
- Illness
- Housing problems
- Value conflicts
- Transportation issues
- Commitment
- Commuting
- Negative attitude
- Emotional abuse
- Pregnancy
- Family Issues/Concerns
- Lack of computer/internet
- Lack of phone
- Lack of transportation
- Other \_\_\_\_\_

## Prior Experience/Perceptions

- Previous failure
- Not being perfect
- Accomplishments
- Pressures
- Success
- Making decisions
- Making mistakes
- Task too difficult
- Don't know who to contact with concerns
- Unhappy with instructor
- Impersonal instructor
- Impersonal staff
- Other \_\_\_\_\_

## Degree Focus

- Core requirements
- Academic Policies
- GPA requirements
- Parental pressure
- Other pressure
- Classes unavailable
- Classes at conflicting times
- Classes/schedule not convenient
- Poor class selection
- Selecting a program
- Program/Major not offered
- Unclear education goals
- Unhappy with program
- Other \_\_\_\_\_

## Academic/Study Skills

- Learning disability
- Poor study habits
- Poor note-taking skills
- Poor concentration
- Poor time management
- Poor study environment
- Ineffective studying time
- High anxiety
- Inadequate preparation
- Poor academic advising
- Failure to ask questions when working with staff/faculty
- Other \_\_\_\_\_

## Reading Confidence

- Inadequate reading skills

## Verbal Confidence

- Inadequate writing skills

## Math Confidence

- Inadequate math skills

# SOLUTIONS

Solutions that are followed by an asterisk (\*) indicate resources available on campus. See next page for a list of campus resources.

## Learning Habits

- Set goals\*
- Reward yourself
- [Online Success Seminars](#)\*
- Use to-do list
- [Time management workshop](#)\*
- Turn cell phone off
- Other \_\_\_\_\_

## Social Support

- Discuss goals\*
- Attend to children first, and then require solitude
- Develop a routine\*
- Delegate duties
- Take family member to get medical help
- Seek help with communication \*
- Attend parenting classes
- Attend marriage or family counseling
- Obtain family planning help
- Other \_\_\_\_\_

## Financial

- See financial planner
- See tax accountant for deductions
- Contact Student Financial Assistance about loans/grants\*
- Explore credit for prior learning options\*
- Consider part-time schooling
- Meet with CVTC Financial Coach\*
- GradReady (Commons)\*
- Other \_\_\_\_\_

## Work Related

- Search for a new job\*
- Develop problem solving skills
- Find a job\*
- Spouse gets a job
- Change position within job
- Reduce hours working
- Quit job
- [Career Services seminar](#)\*
- Other \_\_\_\_\_

## Personal

- [Stress management workshop](#)\*
- Attend assertiveness training workshop
- Meet with CVTC Student Success Specialist \*
- Seek personal counseling in community
- Attend group counseling
- Visit a medical doctor
- Join club or organization\*
- Read self-help book
- Listen to motivational tapes
- Develop problem solving skills\*
- [Online Success Seminars](#)\*
- Take semester off while working on problems
- Say NO!
- Car pool/ride bus
- Change housing situation
- Other \_\_\_\_\_

## Degree Focus

- Consult with CVTC Academic Advisor\*
- Use [College Planning & Preparation Resources](#)\*
- Consult with instructor\*
- Change program\*
- Change schools
- [Career Planning Workshop](#)\*
- Develop an Academic Plan\*
- Other \_\_\_\_\_

## Academic/Study Skills

- Use face-to-face or online tutoring\*
- [Study skills seminar](#) \*
- Use study skill self-help brochures/materials
- Visit with Instructors\*
- Change study environment
- Study on campus
- Form a study group
- Change instructors
- Ask questions during academic advising
- Access Online Learner Resources (Commons)\*
- Know drop deadlines & procedures\*
- Utilize Disability Services\*
- Meet with Diversity Services Specialist\*
- [Test Anxiety Seminar](#)\*
- Watch an online technology support seminar\*

## SELF-EVALUATION

Please address the following questions/statements. Briefly describe your situation/circumstance in complete sentence format.

### 1. CIRCUMSTANCES:

Describe the circumstances (death of an immediate family member, medical condition, family, financial, legal situation) that may have contributed to your academic difficulties. If your circumstances are categorized as "OTHER" (career choice, degree focus, time management, etc.), describe WHY these circumstances contributed to your academic difficulties. **Attach documentation to support your circumstances and steps you have taken to address the situation, and achieve your educational goals at CVTC.**

Documentation may include, but is not limited to, a letter from your employer supporting changes in work schedule or flexibility with your school schedule, a transcript from another college identifying successful completion of courses, or an [attendance verification](#) of [Student Services resources](#) utilized. Examples include, College Success Seminars you have attended or watched online, Career Assessment completed, time spent in Adult Education Services, appointment with an academic advisor or Student Success Specialist, or communication with other CVTC staff or faculty. Documentation could also include a letter from a case manager, agency counselor, or CVTC staff member verifying actions taken to address your circumstance. Please feel free to add additional pages if more space is needed.

**2. CHANGING YOUR HABITS:**

Identify and list a minimum of three items in your self evaluation that you believe will help you manage life circumstances and improve performance in your classes if reinstated to the College.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**3. CAMPUS RESOURCES:**

Identify and list a minimum of three campus resources you will use to assist you in identifying solutions and overcoming barriers if reinstated to the College. See [College Planning & Preparation](http://resources.cvtc.edu) (resources.cvtc.edu).

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**4. FUTURE SUCCESS:**

How will the changes described above increase the likelihood that you will succeed if given another opportunity? Please be very specific and detailed in your response. Please feel free to add additional pages if more space is needed.

**Please make a copy of the completed appeal and keep for your records** before submitting this form and information/documentation of circumstances to:

By Email: [academic\\_standards@cvtc.edu](mailto:academic_standards@cvtc.edu)

\*To send electronically, please “save as” to your computer and then attach to email.