

Students who fail to meet the SAP requirements after their probationary semester are considered to be ineligible to receive veteran’s educational benefits. Such a student may appeal his/her eligibility status. If approved, benefits will be reinstated for a probationary period. An appeal must be based on significant extenuating circumstance that seriously impacted academic performance.

Please note that filing a SAP Appeal does not guarantee continued eligibility for veteran’s educational benefits.

Procedure:

Students wishing to appeal must submit this form complete in its entirety and provide supplemental documentation, if applicable. Please provide an explanation of extenuating circumstances that directly impacted your ability to meet the minimum requirements of the SAP policy for each semester of poor academic performance. Describe the steps that you have taken or will take to address or improve your academic performance. If applicable, attach documentation to support your appeal. Students will be notified of a decision by e-mail.

***It is understood that veteran’s educational benefits may be needed in order for you to attend classes, this is not a valid reason for approval of an appeal. No consideration will be given for a student’s inability to pay. The approval of the appeal is based on your academic history, your explanation, the strength of your documentation, your plan of improvement and whether or not you can achieve the minimum requirements of a cumulative 2.0 GPA within two semesters.**

NOTE the suggested documentation required for each situation.	
EXAMPLE SITUATION	SUGGESTED DOCUMENTATION
Medical/psychological circumstances (excluding chronic conditions—students are responsible for properly balancing school work with known chronic conditions)	<input type="checkbox"/> Statement from physician on letterhead including dates of service and whether or not the student is stable and ready to return to the College <input type="checkbox"/> Statement from therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the College <input type="checkbox"/> Do NOT include copies of medical charts <input type="checkbox"/> Explanation of how situation is resolved or is being managed
Car accident	<input type="checkbox"/> Police Report <input type="checkbox"/> Medical documentation <input type="checkbox"/> Statement from physician on letterhead indicating that the student is stable and ready to return to the College <input type="checkbox"/> Documentation from repair company indicating seriousness of accident
Death affecting student/family	<input type="checkbox"/> Obituary <input type="checkbox"/> Complete copy of funeral program <input type="checkbox"/> Statement of the relationship between the student and the deceased to accompany the obituary or funeral program <input type="checkbox"/> Certified death certificate <input type="checkbox"/> Explanation of the effect on the student/family
Personal/family emergency	<input type="checkbox"/> Explanation of how situation has been resolved or is being managed <input type="checkbox"/> Appropriate medical documentation including statement from physician on letterhead including dates of service <input type="checkbox"/> Notarized statement from parent or family member regarding situation and effect on student
Other	<input type="checkbox"/> Explanation of situation and how it has been resolved or is being managed <input type="checkbox"/> Notarized statement from parent or family member regarding situation and effect on student <input type="checkbox"/> Other documentation depending on type of situation

Satisfactory Academic Progress Termination Appeal

Name: _____ Date: _____

Student ID: _____ Date of Birth: _____

Phone: _____ Wake Tech Email: _____

Program: _____ Anticipated Graduation Date: _____

Please indicate the semester for which you are submitting a SAP appeal:

Fall _____ Spring _____ Summer _____ Academic Year: _____

Step 1: Explanation of Failure to Meet Minimum SAP Standards

Provide an explanation of the extenuating circumstances that caused you not to meet the minimum SAP Standards. Attach additional pages and provide appropriate documentation, if needed.

Be sure to include the following details:

- The circumstances that caused you not to meet the minimum SAP standards
- When the circumstances occurred
- How long the circumstances lasted
- How this affected your ability to complete your coursework

Step 2: Explanation of Steps for Future Success

Describe the steps that you have taken to address the circumstances and ensure that you will be able to meet the minimum SAP requirements in the future. Emphasize what will be different in your situation to allow success. Provide appropriate documentation, if applicable.

Step 3: Student's Certification and Signature

Please read the following carefully and initial next to each statement.

I have read the WTCC Satisfactory Academic Progress policy.	
I understand that if my appeal is approved, I will be placed on probation.	
I understand that if I am placed on probation, I am required to complete <u>all</u> classes with a C or better and no drop or withdraws.	
I am submitting a complete appeal form. I understand that incomplete or not legible appeals will not be reviewed.	
I understand that my appeal may be denied and that the submission of this appeal does not guarantee that my veteran's educational benefits will be reinstated. I understand that if my appeal is denied, I will be responsible for any charges.	

I certify that I am the student listed on this Appeal Form and that all information provided is complete and accurate.

Student Signature: _____ Date: _____

Return this form and any documentation by mail, fax, email, or in person.
Wake Technical Community College Veteran Services
9101 Fayetteville Rd. Raleigh, NC 27603
veterans@waketech.edu
Fax: 919-662-3127

For Office Use Only:

SCO Approval _____ SCO Denial _____ SCO Signature _____

Reason