

Academic or Financial Aid Appeal Process

Step 1: Type a detailed statement explaining the basis of your appeal request, describing the circumstances and the plan for success. **An appeal without both circumstances and a plan will not be considered.**

- The circumstances that led to poor grades, withdrawals, or incompletes (i.e., death of a family member, illness or injury that caused you to miss class for an extended period of time, or other special mitigating circumstances) and
- How you plan to improve your academic standing

Step 2 (not required for 150% Timeframe appeals): Submit documentation to support your appeal for the term in question. **An appeal without proper supporting documentation will not be considered.** Acceptable documentation includes:

- Death of family member: death certificate, obituary notice, etc.
- Illness/injury: Hospitalization records, letter from doctors or counselors, etc. Written statements from professionals should be on letterhead and reference the student, illness or injury, and dates
- Legal Issue: Divorce decree, signed separation agreement, police report detailing incident/date/individuals involved, etc.
- Job Conflict: Letter from supervisor on letterhead stating the scheduling problems
- Disability: Letter from your disability coordinator addressing the problems that arose during the term in question and the resolution for future terms or medical documentation from other outside source, etc.

Step 3: Send completed appeal to:

- Academic appeals (if you are appealing your academic suspension)
 - AGS student: Your OKWU academic advisor
 - Traditional student: Dr. Mark Weeter, Dean
 - mweeter@okwu.edu
- Admission appeal (if you are appealing to be admitted as an OKWU student)
 - AGS students: Your OKWU recruiter
 - Traditional students: Your OKWU recruiter
- Financial Aid appeals (if you are appealing your Financial Aid Suspension or 150%)
 - Kandi Molder, Director of Financial Aid
 - Upload at www.okwu.edu/upload using the Financial Aid Office's "Special Circumstances Appeal Form" option