

Academic Dismissal Appeal Form

If extenuating circumstances prevented you from maintaining satisfactory academic progress, you may appeal the academic dismissal by completing this form and attaching the required supporting materials.

Step One: Demographic Information			
Student ID number	Student's last name	Student's first name	MI
Phone number	Email address	Program of study	

Step Two: Personal Statement

Please respond to the following requests. Include your name and WCTC student ID number in your typed response. You are strongly encouraged to meet with your academic advisor to develop a successful academic plan.

1. Provide an explanation of why you did not maintain academic progress and what has changed in your situation to increase the likelihood of future academic success.
2. Identify steps you have taken to remedy these impediments and to prevent them from occurring again.
3. Identify any WCTC resources that you will use to support your academic progress.

Step Three: Documentation

If applicable, provide third-party documentation to support the reasons given for not maintaining academic progress.

Student signature _____ Date _____

I wish to be present for my appeal meeting: Yes No

Only complete appeals will be considered. Due dates for appeals vary by semester and all students who are moved to Academic Dismissal will receive a letter with an appeal due date. Return all documentation to the Enrollment Center, Building C; room C-019 (Attention: Rachel Burling). You may also email scanned copies of your appeal materials to RBurling@wctc.edu.

