



OKLAHOMA WESLEYAN
UNIVERSITY

Satisfactory Academic Appeal Process

To appeal your suspension status at Oklahoma Wesleyan University, carefully review the steps below. Failure to submit a complete appeal may result in a delay or denial of your appeal.

Name: _____ OKWU ID: _____

Phone Number: _____ Email Address: _____

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)
 - If the basis of your appeal is due to COVID-19, please detail the illness of yourself or a family member, compliance with a quarantine period, lack of internet, being physically displaced or homeless, limited or no computer access, changes in employment, etc. that contributed to you not meeting the Satisfactory Academic Progress standards
- How you plan to improve your academic standing

Step 2: 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.
- **COVID-19:** Hospitalization records, letter from a doctor, quarantine directives, unemployment documentation, technology related expenses, housing records, etc. Written statements from professionals should be on letterhead and reference the student or family member.

Step 3: Upload completed appeal to:

- Tirzah Knight, Director of Financial Aid
 - Go to: <https://www.okwu.edu/upload/>
 - Submit to: Financial Aid
 - Document Type: Special Circumstance Appeal Form

If we can be of assistance, please do not hesitate to contact us.

In His Service,

A handwritten signature in cursive script that reads "Kandi Molder".

Kandi Molder

Executive Director of Student Services
918.335.6237
kmolder@okwu.edu