

Ho-Chunk Nation Scholarship Appeal Process

The appeals procedure is a formal process for requesting reconsideration of an official decision. An applicant who has been placed on probation, suspension, or otherwise denied funding by the Higher Education Division may file an appeal. To file an appeal, students must respond to the following prompts in a letter format:

Prompt 1: What caused you to not meet Satisfactory Academic Progress Standards?

- Clearly describe the extenuating circumstances you faced during the semester that prevented you from making satisfactory academic progress.
 - Define extenuating circumstances

Prompt 2: When did the extenuating circumstances occur?

- Please include relevant dates and describe how they relate to your academic calendar.

Prompt 3: Clearly list and describe the steps you have already taken, or will take, to remedy your academic situation for next term.

- Academic Problems-campus resources including meeting with an academic advisor, working with a tutor, enrolling in study skills, working with support services, etc.
 - Examples of documentation include letters of support and/or documentation to verify participation
- Personal problems-include working with a counselor in the counseling center on campus or off campus at a clinic.
 - Examples of documentation include letters of support and/or documentation to verify participation.
- Financial problems- campus resources that include working with Financial Aid or Student Accounts. Utilizing other resources within the Nation such as the Department of Labor, Child care Assistance Program, etc.
 - Examples of documentation include letters verifying the work that is being done to address the issue.
- Work Schedule Conflicts-
 - Examples of documentation would be a written plan on how you are balancing work and school; Are you using Educational Leave (if available), time you set aside time to study, etc.

When writing your appeal, take time to write a well thought out letter using the prompts listed above. This letter gives you the opportunity to narrate your side of the story and potentially lead to a

second chance, so write purposefully and clearly. **Remember, your appeal letter must be specific and detailed.**

Submit materials (appeal letter, and appropriate documentation) within 30 days of receiving your suspension letter, probation letter, or denial of funding. ***Late appeals will not be accepted.***

Documentation must be mailed, hand-delivered, faxed, or emailed to:

Ho-Chunk Nation Higher Education Division

Attn: Executive Director of Education

P.O. Box 667

Black River Falls, WI 54615

Fax: (715) 284-1760

Email: higher.education@ho-chunk.com