



Office of Financial Aid
Dutchess Community College
Orcutt Student Services Center/ Room 104

Title IV SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Purpose: Students who do not meet Dutchess Community College's minimum standards of academic progress may submit this appeal form, including required documentation, to the Dean of Student Services Office. You must detail the specific reasons for not meeting the standards, as well as indicate changes you have made to accomplish satisfactory academic progress in future semesters.

Submitting an appeal does not guarantee you will receive financial aid. We suggest you review the checklist at the end of the next page to ensure you are submitting the information that will help us receive a well-documented appeal for financial aid consideration.

STEP 1: COMPLETE EACH OF THE FOLLOWING:

Print Name (Last, First): _____

DCC Student Identification Number: A _____

Phone: _____ DCC E-mail: _____

Semester for which you are requesting reinstatement of your financial aid _____

STEP 2: REVIEW YOUR "Satisfactory Academic Progress" Letter TO DETERMINE WHICH AREA(S) OF OUR SATISFACTORY ACADEMIC PROGRESS POLICY YOU FAILED TO MEET AND MARK THE CATEGORY OR CATEGORIES BELOW:

_____ **Below Grade Point Average Required**

Your undergraduate cumulative grade point average is less than 2.0.

_____ **Inadequate Completion of Attempted Course Work**

You have completed less than 2/3 of attempted coursework.

_____ **Maximum Time Frame (150%)**

You have attempted more than 150 percent of the credit hours required by the program and should be within two consecutive semesters of completion for eligibility. You may only receive a Maximum Credit Appeal for your 1st degree at Dutchess Community College be it a certificate or an associate degree. If you are working on a second degree (have already graduated with a certificate or associates degree from DCC) you will not be eligible for the Maximum Time Frame Appeal.

STEP 3: SUBMIT REQUIRED ACADEMIC TRANSCRIPT AND TYPED STATEMENTS. YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING DOCUMENTATION ATTACHED:

- Part A: Attach a typed statement.
 - *Explain in a detailed letter the extenuating circumstances that prevented you from meeting the Satisfactory Academic Progress Policy standards and how these circumstances have been resolved and will not cause problems in the future. Examples of extenuating circumstances include, but are not limited to: unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of student, house fire, and victim of a violent crime. Work conflicts are not extenuating circumstances.*
- Part B: Attach copies of supporting official documentation.
 - Provide copies of any supporting documentation such as doctors' letters or bills, death certificate or obituary, or police reports.
- Part C: Explain in a detailed letter how you plan to be academically successful at Dutchess Community College. For example: What resources will you use? What type of support do you have?
- Part D: A copy of your academic plan showing what classes you need to graduate and when you plan to take those courses to graduate.
- Part E: Submit the information via email to deanofstudents@sunydutchess.edu and place Title IV in the subject line, fax to (888) 550-9019, or mail to:
 - Dean of Student's Office
ATTN: TITLE IV
53 Pendell Road Poughkeepsie, NY 12601

NOTE: IF YOU DO NOT COMPLETE EACH OF THESE ITEMS THERE MAY BE A DELAY IN YOUR APPEAL DECISION.

The Dean of Students Office will evaluate your written documentation. We may contact you for an on-campus, phone or skype interview.

If we approve your appeal, you will be granted the SAP Probation Status where certain conditions for academic performance will be set and monitored. Future financial aid is dependent on you meeting these conditions for academic performance during the semester for which your appeal was approved. These conditions are:

- Students on probation are required to complete **all** attempted hours for the term. Courses dropped during the 75% Refund Period of the semester are not counted against the calculation.
- Attain a semester overall **GPA of 2.5 – no exceptions.**

Approved appeals are for one semester only.