



Office of Financial Aid
Dutchess Community College
Orcutt Student Services Center/ Room 104
(845) 431-8030/Fax (845) 431-8603
Email: financial-aid@sunydutchess.edu

NEW YORK STATE ACADEMIC PROGRESS WAIVER FORM

Purpose: Students who do not meet New York State's (NYS) 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.

You may receive only one NYS TAP/APTS Waiver & two TAP C GPA Waiver at DCC.

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: Mark the NYS Award you are applying a waiver for:

____ APTS or ____ TAP

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

____ **Below C Grade Point Average Required-TAP**

Your undergraduate cumulative grade point average is less than 2.0.

____ **Below C Grade Point Average Required-APTS**

Your undergraduate cumulative grade point average is less than 2.0.

____ **Inadequate Completion of Satisfactory Progress**

You have completed less than the required credits towards a degree or certificate and/or a specified grade point average.

____ **Program Pursuit**

You did not complete the required percentage of the minimum course load from your last term of attendance at DCC.

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

- Part A: Print a copy of your academic transcript.
- Part B: 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 C: 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 D: A copy of your academic plan showing what classes you need to graduate and when you plan to take those courses to graduate.

NOTE: FAILURE TO COMPLETE EACH OF THESE ITEMS MAY RESULT IN THE DELAY OF YOUR APPEAL DECISION.

Please return the completed form to:

Dean of Student Services Office
Dutchess Community College
53 Pendell Road
Poughkeepsie, NY 12601

Notification of Appeal Results:

After your appeal has been reviewed, you will be notified of the results through a **meeting with the Dean of Student Services Office personnel.**

If your appeal is successful, you will be granted a NYS APTS/TAP Waiver or a TAP C GPA Waiver