



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](mailto:financial-aid@sunydutchess.edu)

## Title IV & Maximum Credit 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.***

***You may receive only one Title IV Appeal & one Maximum Credit Appeal 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: 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. You may only receive a Maximum Credit Appeal for your 1<sup>st</sup> 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: 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 the SAP Conditional 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 conditional 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 (except for Maximum Credit appeals where an ending term is specified.)**