



Office of Student Financial Services  
Dutchess Community College  
Orcutt Student Services Center/ Room 202  
(845) 431-8060/Fax (845) 431-8603  
Email: [financialservices@sunydutchess.edu](mailto:financialservices@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. Please 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. A complete waiver application with all required documentation will be evaluated within 5 business days.***

***You may receive only one NYS TAP/APTS Waiver & two TAP C GPA Waivers 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 NY State 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 credits from your last semester of attendance at DCC.

Over>>

**STEP 3: SUBMIT REQUIRED SIX DOCUMENTS LISTED BELOW. YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING DOCUMENTATION ATTACHED:**

- 1 - 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.
- 2 - 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.
- 3 - 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?
- 4 – Attach a copy of your academic plan showing what courses you have taken, what courses you need to graduate, and when you plan to take those courses to graduate. Available from your academic coach or in the Degree Works Plan.
- 5 - Attach a copy of your unofficial Transcript.
- 6 - Attach the New York State Academic Progress Waiver Form.
- Submit the information via email to [deanofstudents@sunydutchess.edu](mailto:deanofstudents@sunydutchess.edu) and place NYS TAP Form in the subject line, or fax to (888) 550-9019, or mail to:  
Dean of Students Office  
ATTN: NYS TAP  
Dutchess Community College  
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 all of your documentation within 5 business days. You will be contacted through your myDCC email. We may contact you for an on-campus, phone or skype interview.

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