



Office of Student Financial Services  
Dutchess Community College  
Orcutt Student Services Center/ Room 202  
(845) 431-8060/Fax (845) 431-8603  
Email: [financialservices@sunvdutchess.edu](mailto:financialservices@sunvdutchess.edu)

## Title IV SATISFACTORY ACADEMIC PROGRESS APPEAL FORM Spring 2020 Covid-19

Purpose: Students who do not meet Dutchess Community College's minimum standards of satisfactory 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 on the next page to ensure you are submitting the information that will help us evaluate a well-documented appeal for financial aid consideration. A complete waiver application with all required documentation will be evaluated within 5 business days.***

Based on the extenuating circumstances resulting from the Covid-19 pandemic, we are permitting students who were suspended for federal financial aid, at the end of the Spring 2020 semester, a onetime only appeal, if their suspension was a result of a Covid-19 related situation. If a student meets one of the following criteria below in relation to Covid-19, the student should complete and submit the appeal application.

- Loss of employment or other income of the student or family member with whom the student resides.
- Trouble with the transition to online class instruction
- Impacted in a way that affects food, housing, course materials, technology, healthcare, and/or childcare

The deadline for this application to be submitted to the Dean of Student Services Office is August 31, 2020.

### 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 Credits**

You have completed less than 2/3 of attempted course work credits.

**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.
- Loss of employment or other income of the student or family member with whom the student resides.
- Trouble with the transition to online class instruction
- Impacted in a way that affects food, housing, course materials, technology, healthcare, and/or childcare
  
- 2- 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 and 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 Title IV SATISFACTORY ACADEMIC PROGRESS APPEAL FORM
  
- Submit the information via email to [deanofstudents@sunydutchess.edu](mailto:deanofstudents@sunydutchess.edu) and place Title IV in the subject line, or 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 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 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 your 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 credit hours for the semester. Courses dropped during the 100% and 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.**