FINANCIAL AID ACADEMIC PROGRESS APPEAL DOCUMENT

Financial Aid Academic Progress Standards are established to encourage students to successfully complete courses and progress satisfactorily toward program completion.

The Financial Aid Appeal Document is used by students to reestablish aid eligibility through the documentation of their individual extenuating circumstances. **Students who have extenuating circumstances may appeal their financial aid suspension one time.**

The appeal process is established to encourage you to:

1. Develop an understanding of Financial Aid Academic Progress Standards.
2. Review your current academic status, financial situation, and clarify goals.
3. Develop a working relationship with your advisor(s) and other resource services and individuals important to the completion of your program objective.

The Appeal Document requires that you:

2. Indicate what circumstances prevented you from meeting the standards and submit **supporting documentation** from individuals with a direct awareness of the extenuating circumstances.
3. Indicate the steps planned to ensure future success.
4. Complete an Academic Improvement Plan (AIP) with an academic advisor.

Return the attached form, your explanation and supporting documentation by:

**May 19, 2015** to be considered for **SUMMER 2015** or **FALL 2015** financial assistance

**August 17, 2015** to be considered for **FALL 2015** financial assistance

**January 5, 2016** to be considered for **SPRING 2016** financial assistance

This form and supporting documentation (i.e., doctor’s statement, legal documents or third party verification) must be submitted to:

Des Moines Area Community College  
Financial Aid Office, Bldg. 1  
2006 S. Ankeny Blvd  
Ankeny, IA 50023

or Fax (515) 965-7124
# FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL

<table>
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<th>Last Name</th>
<th>First Name</th>
<th>DMACC ID#</th>
<th>Phone Number</th>
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Campus Attending ____________________ Program ____________________ Next Semester Planning to Attend ____________

*Current GPA__________  *Current Pace of Completion:__________

*(Information may be found under “Financial Aid SAP” in the Web Info System)*

Please check the category that applies to you and follow the instructions for that category. For all categories, type an explanation of how the circumstances prevented you from maintaining DMACC’s Satisfactory Academic Progress Standards. If applicable, please address your Warning Semester as well as the most recent semester that lead to Financial Aid Suspension.

- **1. Death in the Immediate Family.** Immediate family includes parent(s), spouse, siblings, or dependent children.
  - Typed Explanation (include name of deceased and relationship to you)
  - Provide a copy of the death certificate, obituary or funeral program

- **2. Illness/Injury/Medical Condition.** You (the student), your spouse, your dependent child, or your parent was injured or ill for an extended period of time.
  - Typed Explanation (address when illness/injury occurred, treatment dates, etc.)
  - Documents Needed: Statement or Medical Documentation from the physician indicating the nature of the illness/injury/medical condition. Statement should also include ability to resume school.

- **3. Other.** Appeals involving other unexpected circumstances beyond the control of the student will be considered.
  - Typed Explanation
  - Document(s) needed: Any documentation supporting the unexpected circumstances (legal documentation, etc.)

- **4. I understand appeals without documentation may be automatically denied.**

- **5. Include statement regarding positive steps you have taken to ensure if similar circumstances happen in the future, how you will be able to maintain satisfactory academic progress. Include any documentation to support these steps (physician’s statement of ability to attend, letter from counselor, etc.)**

- **6. Attach Academic Improvement Plan (AIP) completed with an Academic Advisor/Counselor. The plan should indicate what semesters you will be attending, and what classes you will enroll in. The number of terms/class on the plan should be sufficient for you to reach satisfactory SAP standing of 67% pace of completion and 2.00 cumulative GPA. If a plan is not included, one will be required if your appeal is granted before financial aid will be processed.**

- **7. I certify the information on the appeal and any supporting documentation is accurate, true and complete to the best of my knowledge. I understand that I may submit only ONE Financial Aid SAP Appeal. I will provide additional supporting information as requested by DMACC Financial Aid Office. I understand false information may be cause for denial, reduction, and/or repayment of financial assistance and may subject me to a fine and/or imprisonment under provisions of the U.S. Criminal Code.**

| Student Signature____________________________________   Date______________________ |

Financial Aid Appeals MUST be received at the Ankeny Campus by 4:00pm on the deadline date of the term for which you are appealing. Late appeals will NOT be reviewed until the next term.