

FINANCIAL AID ACADEMIC PROGRESS APPEAL DOCUMENT

Last Name:	First Name:	DMACC ID#:	Phone Number:
Street Address:	City:	State:	ZIP:
Campus Attending:	Program:	Next Semester Planning to Attend:	

Required Steps: In order to appeal your financial aid academic progress status, you must complete each of the following steps.

1. Complete the 2018-2019 Free Application for Federal Student Aid and include DMACC's school code of 004589. If you have not completed the FAFSA, your appeal will not be reviewed. An exception to this policy is made for veteran students wishing to access only VA benefits.

2. In an attached letter, please explain in detail the circumstances that contributed to your academic problems for each semester that you did not maintain satisfactory academic progress. You must demonstrate a "special circumstance" in order for your appeal to be considered. If you fail to outline your special circumstances, your appeal will be denied. What type of special circumstance is the basis of your appeal? Check the box that applies to you:
 - Student or Family Member Injury or Illness:** You (the student), your spouse, your dependent child, or your parent was injured or ill for an extended period of time. In your explanation, outline the name, relation to you, illness/injury, treatment dates, etc. Documentation is required. Provide a statement or other medical documentation from the physician indicating the nature of the illness or injury. This statement should also include the ability to resume school.
 - Death of an Immediate Family Member:** Immediate family members include parent(s), spouse, siblings, or dependent children. Include the name of the deceased and the relationship to you. Documentation is required. Provide a copy of the death certificate, obituary, or funeral program.
 - Disaster/Natural Disaster (Fire, Flood, Tornado, etc.):** Describe the unexpected event that may have caused you to be displaced while attending DMACC. Documentation is required, such as an insurance claim or newspaper article describing the event.
 - Military Service Obligation:** You (the student) were subject to an unexpected/unplanned military service obligation. Documentation is required, such as a copy of your orders.
 - Divorce/Separation:** Documentation of an unexpected change in marital status is required.
 - Involuntary Change in Work Hours:** You (the student) were subject to an involuntary increase in your hours at work. Documentation, such as a letter from your employer outlining the involuntary action, is required.
 - Recent Strong Academic Performance:** You (the student) have demonstrated strong academic performance during your most recent period of attendance while attending halftime or greater in coursework applicable to your current DMACC program of study. Documentation is required (official transcript) if the coursework was taken at an institution other than DMACC.
 - Other Special Circumstances Outside of the Student's Control:** Documentation is always required.

The following circumstances will not be considered special conditions or the basis for an appeal. If your appeal references the following conditions, do not submit this form:

- The passage of time (for example, your academic difficulties occurred in the past)
- Classes too difficult
- Not prepared to study/did not study enough
- Poor instructor(s)
- Transportation issues
- Childcare/Daycare/Babysitting issues

3. Also within your attached letter, state why you believe it is possible for you to improve your performance and identify any corrective action you have taken. If you fail to state what has changed in your situation that will now allow you to make satisfactory progress, your appeal will be denied.
4. Attach an Academic Improvement Plan (AIP) completed with a DMACC Academic Advisor/Counselor. You will likely need to make an appointment with an Academic Advisor in order to complete the plan. The plan should indicate what semesters you will be attending, and what classes you will enroll in. The number of terms/classes on the plan should be sufficient for you to reach a cumulative satisfactory academic progress standing of 67% pace of completion and 2.00 cumulative GPA. **If a plan is not included along with this appeal, one will be required if your appeal is approved before financial aid will be processed.**

By signing below, you certify the information on the appeal and any supporting documentation is accurate, true, and complete to the best of your knowledge. **You understand that financial aid recipients are allowed a maximum of TWO appeal approvals during their enrollment at DMACC.** You understand false information may be cause for denial, reduction, and/or repayment of financial assistance and may subject you to a fine and/or imprisonment under provisions of the U.S. Criminal Code.

Student Signature _____ Date _____

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 faxed to (515) 965-7124. You may e-mail this form and supporting documentation to finaid@dmacc.edu. For security reasons, you must use your DMACC e-mail address when e-mailing documents containing personal information to the DMACC Financial Aid Office.

Deadlines for Appeals (late appeals will not be considered):

Fall 2018 Term: August 14th, 2018 by 4:00 p.m.

Spring 2019 Term: January 2nd, 2019 by 4:00 p.m.

Summer 2019 Term: May 14th, 2019 by 4:00 p.m.