

Ineligible for Aid Appeal

A. STUDENT INFORMATION

Name: _____ ACC Student ID#: S _____

College Assigned Student Email address: _____

Major/Field of Study: _____

For which semester are you trying to receive aid? _____

Have you submitted prior financial aid appeals? _____

Deadlines to submit appeals:* Spring - **March 1** Fall - **October 1** Summer - **June 15**

**If this date falls on a weekend, the deadline will be the following Monday*

B. APPEAL PROCESS

As a result of your withdrawing or failing all classes in a term or in accordance with the warning/alert letter sent to you in a prior term, you have become ineligible for aid. Ineligibility for aid is based upon a cumulative GPA below a 2.0, cumulative completion rate below 67%, failure to complete any classes in a semester, and/or attempting more than 150% of the total program hours needed to complete your program of study at ACC. Based on Federal regulations, the Financial Aid office has established an appeal process.

ONLY COMPLETE APPEALS WILL BE REVIEWED. A DECISION CAN BE EXPECTED WITHIN THREE WEEKS OF APPEALING. THE APPEAL DECISION WILL BE SENT VIA SCHOOL EMAIL. A COMPLETE APPEAL INCLUDES THE FOLLOWING FIVE STEPS:

1. **Submit a Typed Narrative that Includes the Following:**
 - a. **Outline the SPECIFIC CIRCUMSTANCES that have caused you to become ineligible for financial aid.** Discuss circumstances throughout your academic career for which you could not plan, influence, or prevent. Do not limit your narrative to events in the most recent semester. The financial aid appeals committee will review your current Degree Audit, so it is suggested that you look at your entire academic record and explain the reasons for any failing grades, incompletes and withdrawals. Provide relevant documentation whenever possible (e.g., a letter from a doctor, counselor, etc.).
 - b. **Outline the SPECIFIC steps you are now taking to address these circumstances and to improve your academic record.** Explain your proactive plan moving forward, which will lead to academic success. This should include the academic plan agreed upon by you and your advisor, as well as an explanation of the specific actions you've already taken to address the situation. Provide relevant documentation whenever possible (e.g., a letter from a doctor, counselor, etc.).

2. **A. If You have Attempted Fewer than 90 Hours:**

Go to Academic Advising and develop a two semester current academic plan using Navigate with an Academic Advisor; please have your Advisor sign this plan. Submit this plan with your completed appeal.

B. If You have Attempted 90 Hours or More:

Go to Academic Advising and develop a plan to complete all your remaining coursework through graduation using Navigate using DegreeCheck with an academic advisor; please have your advisor sign this plan. Submit this plan with your appeal.

3. **Submit a copy of your DegreeCheck degree audit from myACC. Your enrollment must match the courses listed on your plan.**

4. **View the SAP Seminar online through MyACC, print a copy of the confirmation page, sign and date and submit with this appeal form.** (myACC → Student Finance Tab → Satisfactory Academic Progress → View SAP Seminar)
5. **Any additional documentation you believe would be relevant for the Committee to review.** Suggestions are listed below.

The outcome of the appeal will depend on the nature of the circumstances, the quality of the documentation provided, and your ability to progress towards degree completion within a reasonable time period. Documentation submitted is confidential to the extent permitted or required by law. Examples of unusual circumstances are listed below, along with examples of appropriate documentation suggested to support an appeal:

Circumstance	Suggested Documentation
	(Should be legible and in written form.)
Your own mental, physical illness or injury or disability	Medical or Disability Verification Form (see note below) and supporting documentation
Death, illness, accident or injury of a family member or significant person in your life	Provide a copy of the obituary or death certificate, or documentation related to the support provided
Other personal issues not listed above or natural disaster	Provide a written statement from an attorney, professional advisor or other individual describing circumstances
Exceeding maximum credit hour timeframe	Provide explanation for the number of credit hours you have attempted at ACC

If your appeal is based upon your own mental or physical illness or injury or disability, we encourage you to set up an appointment with the Dean of Students Office, located in the Student Engagement Center, Room M2720. You can contact the Student Engagement Center at 303-797-5668 to schedule an appointment with someone in the Dean of Students Office to verify your medical condition. You will be asked to submit specific documentation for review, which may include: The approximate date of onset of the mental or physical illness or injury or disability which impacted your ability to meet SAP requirements and the dates through which the condition continued, the general nature of the mental or physical illness or injury or disability, and the date in which you will be able to resume your classes and maintain eligibility for financial aid.

If your documentation meets the conditions for appeal based upon your own mental or physical illness or injury or disability for the time period in which the ineligible for aid status occurred, you will be issued a Medical or Disability Verification Form. The verification form will include the dates of onset of the condition and the dates through which the condition continued, but will not include information related to the nature of the condition. You may include this verification form with your Ineligible for Aid appeal as supporting documentation. You may also choose to provide additional documentation from a medical care provider that can speak to your ability moving forward to succeed in the classroom.

For more information about the Satisfactory Academic Progress standards, please visit <http://www.arapahoe.edu/paying-college/financial-aid/how-financial-aid-works/satisfactory-academic-progress> or contact our office with questions. You are also welcome to meet with a financial aid advisor regarding specific questions you may have regarding the documentation required for your appeal.

I hereby attest the information I have willingly provided is accurate to the best of my knowledge. Furthermore, I understand I will remain ineligible for financial aid until I have completed this process.

Student Signature _____ Please print this form and sign

Date _____