

Allegany College of Maryland
STUDENT SERVICES APPEAL PETITION

Purpose: Allegany College of Maryland offers a variety of student services; sometimes a department or program denies or limits a *service* to a particular student. The student may appeal that decision to the Student Services Appeals Committee. Appeals may only be considered by the Committee when the student is adversely affected by a final decision of a department director, coordinator, or manager. (Warnings, reprimands, other forms of non-conclusory actions, denial of privileges and disciplinary matters may not be appealed to this Committee.)

DIRECTIONS: To note your appeal, complete this form in its entirety, attach all necessary documentation, and submit it to the Office of Student & Legal Affairs by 4:00 pm on the date noted below. Any petition received after 4:00 on the deadline will be heard at the *next* scheduled meeting. Incomplete petitions will be denied without a hearing. Only the student may submit a petition, and the student is expected to do the work himself/herself – including ensuring all required materials are submitted. If your petition is timely and complete, you will be notified of the date/time to meet with the Committee; you are not required to appear, but it is strongly recommended. The Committee meets in July, August, September, December, January, February, and May.) The Committee’s decision on *this* petition is final, but if you are denied, you may submit a *new* petition at a later date.

Name: _____ Maiden/Other name: _____

Student #: _____ Phone #: (____) _____-_____ Do you plan to meet w/the Committee? Yes / No

Address: _____

Have you previously filed an appeal? No / Yes If so, when? _____ Did you follow the Committee’s directions? Yes / No

When do you need the service? (circle one) Fall / Spring / Summer of _____ (year)

When do you want the Committee to consider your petition?

**YOUR DEADLINE (4PM)	<i>June 29</i>	<i>Aug. 12</i>	<i>Sept. 8</i>	<i>Nov. 24</i>	<i>Jan. 6</i>	<i>Feb. 1</i>	<i>May 14</i>
Committee Meets	<i>July 2</i>	<i>Aug. 17</i>	<i>Sept. 11</i>	<i>Dec. 3</i>	<i>Jan. 11</i>	<i>Feb. 4</i>	<i>May 19</i>

What are you appealing? (check one)

Financial Aid Termination Other (Specify): _____

Who made the decision? (check one)

Financial Aid Office Other (Specify): _____

Why are you appealing the decision? (check one)

- The decision was a mistake. (e.g., my financial aid should not have been terminated due to a clerical error.)
- The decision was based on inaccurate or incomplete information, and I can provide the correct information.
- The decision was correct, but I would like a second chance and can explain why.

REQUIRED FOR PETITION TO BE CONSIDERED:

- Attach a copy of written decision you are appealing (e.g., termination letter).
- Describe the problem/situation that led to this decision. (All petitions)
- Describe why **you** think the committee should grant your request. (All petitions)
- Explain *each* semester’s poor performance (Financial Aid petitions)
- Attach an Academic Compliance Plan (Financial Aid petitions) → See back for more info.
- Attach documentation of medical condition(s) if **any** medical/health issue applies.
- Attach documentation of Disability / Residency / Service Eligibility – if applicable

I certify that all information provided in this petition and its supporting documents are true and accurate. (Any false statements provided in writing (or at the hearing) could result in the denial of the petition and disciplinary action.)

Signature of Petitioner

____/____/____
Date

Academic Compliance Plan for Financial Aid termination appeals

Instructions from the Appeal Petition Form: If you are appealing a financial aid termination, you must meet with your academic advisor and have a signed statement from him/her showing that you have agreed on an academic plan to bring you into compliance with financial aid standards (i.e., succeed!). The Academic Compliance plan must be a separate document.

NOTE: during summer months when many faculty members are off contract and therefore unavailable, appealing students should contact Sue Rowan in the Advancement Office (next to the Bookstore); please call (301) 784-5120 to schedule an appointment. Be sure you have already confirmed that your academic advisor is unavailable!

Suggestions for creating an Academic Compliance Plan

- 1.) **Think about why you were unsuccessful in the past.** Did you miss too many classes? Did you put other things ahead of education? Were you preoccupied with personal problems? Did you not study? Did you take the wrong classes? Did you buy all the books for the courses? Did you not take the prerequisite class? Did you give up when the work got too hard? Did your work schedule interfere with your class schedule? Did you struggle with web or distance learning classes? Did you take too few classes which meant you exceeded the number of semesters financial aid will pay? Did you have a medical crisis?
- 2.) **Think about what you could/should have done differently.** Consider these recommendations: Plan your course selection with your advisor's help. Attend all classes. Do all class assignments. Tell the instructor when you don't understand something. Ask questions in class. Meet with the instructor during office hours for extra help. Get a tutor. Get help writing papers at the Student Success Center. Join a study group. Form a study group. Find supplemental materials in the bookstore, at the library, on the internet. Meet with your instructor and your advisor to discuss your options *before* dropping a class or giving up. Spend more time in the library. Take a semester off to resolve personal/medical problems.
- 3.) **Ask yourself if anything has changed.** In other words, is it reasonable for you to think you can get better grades, finish your classes, and/or complete your degree/certificate this semester?
- 4.) **List, with specificity, what steps YOU will take** beyond just registering for classes to comply with Financial Aid standards.
- 5.) **Review this plan with your advisor.** Be sure to get his/her signature and attach the plan to your appeal petition.

Why is the Academic Compliance Plan important?

It accomplishes 3 goals: first, it ensures that you are taking an essential step for academic success by meeting with an academic advisor who can guide you; second, it prompts you to *really* think about how important your education is to you and how you can achieve it; and third, it shows the Committee that you are committed to improving and may, therefore, justify risking taxpayer dollars.
