Step #1: Schedule an appointment with your academic advisor or the Advising Center and bring your termination letter from Financial Aid with you.

Step #2: Meet with your advisor to discuss why you were unsuccessful in the past and what you need to do differently in the future to be successful. Develop an Academic Compliance Plan that shows - in detail - how & when you will comply with financial aid standards. The Academic Compliance Plan you must complete is located online: www.allegany.edu (Current Students >> Student Affairs >> Student & Legal Affairs >> Important Documents >> Academic Compliance Plan). You and your advisor must complete the form online to take advantage of the automatic calculations. Then print all the pages; both of you must sign the last page and submit this plan with your other paperwork.

Also note that your academic advisor is not required to sign this plan if s/he cannot support it based on your prior academic commitment (or lack thereof) or your failure to fully collaborate/show responsibility in this appeal process; in this circumstance, your recourse is a student grievance procedure. For faculty advisors, see the Academic Grievance Procedure; for non-faculty advisors, see the Employee Complaint Policy. Both policies are in the Student Handbook and online at www.allegany.edu; it is possible the process could delay consideration of your appeal. The Committee will accept a Compliance Plan signed by a supervisor pursuant to the Academic Grievance Process or the Employee Complaint policy.

Step #3: Write a letter to the Committee explaining why you have not met the required, federal financial aid standards and why you want the committee to reinstate your financial aid. Be specific! Be sure to address every semester and/or class you did not successfully complete (ie, only A,B,C, or D grades are considered successfully completing the class). Remember that exceptional circumstances are required and must be documented. The Committee requires independent documentation of ANY condition, situation, circumstance, or explanation for why you failed to meet the standards; if you cannot provide documentation, you must explain why. Petitions that fail to meet this requirement will be denied as incomplete.

Step #4: Submit all your appeal materials to Student & Legal Affairs by the deadline:

Make a copy of your petition and Academic Compliance Plan. Whether or not your petition is approved, the Committee will have recommendations for you, so you may need to refer back to your own documents. Keep these documents for your records.

**Summer 2014 (only for students who are taking summer classes):**
05/22/15 @ 4:00pm Committee meets 05/28/15 (classes begin 05/19/14 >> so sign up for payment plan!)

**Fall 2014:**
06/17/14 @ 4:00 pm Committee meets 06/24/14
07/22/14 @ 4:00 pm Committee meets 07/29/14
08/12/14 @ 4:00 pm Committee meets 08/19/14 & 08/20/14 (classes begin 08/25/14)

**Spring 2015:**
01/09/15 @ 4:00 pm Committee meets 01/13/15 & 01/14/15 (classes begin 01/19/15)

**Summer 2015**
05/19/15 @ 4:00pm Committee meets 05/21/15 (classes begin 05/19/15)

**REQUIRED PAPERWORK:**
- **FINANCIAL AID TERMINATION LETTER**
- **LETTER TO THE COMMITTEE (WRITTEN BY YOU, EXPLAINING WHAT HAPPENED – EACH SEMESTER)**
- **SUPPORTING documentation for ANY condition/situation you reference, and**
- **ACADEMIC Compliance Plan (electronic form only)**

> NOTE: All materials must be submitted together to the Committee; letters, documentation, etc. must be attached to the Academic Compliance Plan when it is submitted. Incomplete petitions will be denied without a hearing, and no materials will be accepted on the date the Committee meets. Petitions must be submitted by the deadline whether you are appealing for full term courses or A/B term courses.

Step #5: Watch your student.allegany.edu account for information about when/where to meet with the committee, which is not required but is strongly recommended.

Step #6: Make sure your file with the College’s Financial Aid Office is complete.

*Important: According to federal rules, “extenuating circumstances” are required for reinstatement. That means your circumstances must be unusual, unexpected, documented, and beyond your control. You must provide the specific reason(s) why you failed to meet the federally required Satisfactory Academic Progress (eg, grade point average, successful completion of 67% of your courses, completion of your degree within 150% of a program’s published length). You must also submit an Academic Compliance Plan that you complete with your advisor; this plan MUST demonstrate how you will meet the required standards by a date specific (typically by the end of the next semester). Use the approved FORM; letters and memos will not be accepted by the Committee.