

Allegany College of Maryland
STUDENT SERVICES APPEAL COMMITTEE

Special Instructions for Financial Aid Terminations – FY19

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 with your advisor is located online: www.allegany.edu (*Student Affairs and Financial Aid pages*). Complete the form online to take advantage of the automatic calculations. Then print all the pages; both you and your advisor must sign the last page and submit this plan with your other paperwork. (See the list below.) Also note that your advisor is **not required** to sign this plan if s/he cannot support it for any reason including (but not limited to) lack of prior academic commitment, your failure to fully collaborate/show responsibility in this appeal process, or unrealistic academic goal; in this circumstance, your recourse is a grievance procedure or alternative advisor. 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 or alternative advisor 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!

**Appeals can *only* be granted if the student had extenuating circumstances which affected the student's ability to successfully meet the federal standards. Examples of extenuating circumstances include (but are not limited to) illness or injury of the student or the student's direct family member, death of a family member, family or financial difficulties, disability for which accommodations were not provided, and other documented circumstances that were unexpected in nature and beyond the student's control. It is the student's responsibility to provide independent documentation to support ALL claims of extenuating circumstances. Claims for which documentation would be available but which are unsupported by independent documentation may result in the appeal's being denied. Examples of independent documentation include (but are not limited to) medical records, obituaries, court records, financial records, and letters from third party officials or other responsible person(s). All documentation must be submitted by the deadline; late paperwork will not be accepted. (NOTE: not going to class, not applying oneself to academic requirements, social distractions, or other circumstances within the student's control may not be deemed extenuating circumstances.) The committee is charged with determining whether the documentation is adequate and whether the circumstances are sufficient to restore financial aid. The Committee reserves the right to deny any student's appeal if the student gives false information.

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). Failure to address each unsuccessful semester/class could result in your petition being deemed incomplete or denied.

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. *You should also make sure your financial aid file is complete by contacting the Financial Aid Office.*

Summer & Fall 2018:

05/25/18 @ 4:00 pm Committee meets 05/31/18 (regular* classes begin 06/4/18)

*Restrictive Program students begin classes 5/15/17; these students should submit their appeals ASAP and sign up for payment plan in the Business Office to prevent de-registration pending a decision on their appeals.

Fall 2018:

06/07/18 @ 4:00 pm Committee meets 06/14/18

07/12/18 @ 4:00 pm Committee meets 07/19/18

08/01/18 @ 4:00 pm Committee meets 08/08/18 (classes begin 08/20/18)

Students terminated after Summer 2018 only: 08/17/18 @ 4:00 pm The committee will not meet and will decide via email review.

Spring 2019:

01/08/19 @ 4:00 pm Committee meets 01/11/19 (classes begin 01/14/19)

Snow date = 1/14/19

Summer & Fall 2019

05/24/19 @ 4:00pm Committee meets 05/31/19 (regular* classes begin 06/3/19)

*Restrictive Program students begin classes 5/13/19; these students should submit their appeals ASAP and sign up for payment plan in the Business Office to prevent de-registration pending a decision on their appeals.

REQUIRED PAPERWORK:

- **ACADEMIC COMPLIANCE PLAN (ELECTRONIC FORM ONLY)** >> ENDORSED BY STUDENT AND ADVISOR
- **LETTER TO THE COMMITTEE,**
- **DOCUMENTATION OF EXCEPTIONAL CIRCUMSTANCES, AND**
- **FINANCIAL AID TERMINATION LETTER**

-- All materials must be submitted; incomplete petitions may be denied without a hearing, and materials will NOT be accepted on the date the Committee meets.

Step #5: Monitor your student.allegany.edu account for information. The Office of Student & Legal Affairs will notify you when/where to meet with the committee; meeting is not required but is *strongly* recommended. The Committee's decision will also be sent via student email; be sure to follow all requirements & recommendations!