

Allegany College of Maryland
STUDENT SERVICES APPEAL COMMITTEE

Special Instructions for Financial Aid Terminations: 2020-2021

**** Modified for Covid-19 Protocols****

ACM is open with adjusted safety operations; employees are teleworking; and social distancing is required. The Committee will not hold meetings unless/until Covid-19 Protocols are lifted; decisions will be made on the merits of the petition.

Step #1: Contact your academic advisor or the Advising Center via email. Scan or provide a copy of your termination letter from Financial Aid. Advisors: if your student cannot provide the letter, please contact Financial Aid to confirm the termination status and reason (ie., GPA, completion %, max aid).

Step #2: Communicate 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 (*Financial Aid web page*). Complete the form online to take advantage of the automatic calculations. Then print all the pages; both you and your advisor must sign or document commitment to the plan in an email. 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 either of these grievance procedures.

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! You must attach documentation to support your claims. This Step is extremely important in showing the Committee what happened, why, and what you will do differently in the future. See the attached letter Directions/Template so you are providing all the information needed by the Committee to make a decision.

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.*

Spring 2021:

01/07/21 @ 12:00 pm **Deadline extended to 01/14/21** per adjusted Spring 2021 calendar. Committee will decide appeals based upon the petition and any follow-up questions submitted. Students will be notified via email no later than 01/20/21. Classes begin on 01/21/21.

Summer 2021 only: TBD -- if this schedule will also change due to Covid

?05/13/21 @ 12:00 pm Committee meets ?05/14/20 (regular* classes begin 05/17/21)

Some Restrictive Program students begin classes a different date; 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** (BE SURE TO ADDRESS EACH SEMESTER!),
- **DOCUMENTATION OF EXCEPTIONAL CIRCUMSTANCES, AND**
- **TRANSCRIPT** (UNOFFICIAL – CAN BE PRINTED DIRECTLY FROM COLLEAGUE)
- **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 – if/when meetings are held.

Step #5: Monitor your student.allegany.edu account for information. The Office of Student & Legal Affairs will notify you if/when the committee will meet (only if Covid-19 Protocols are lifted), The Committee's decision will also be sent via student email; be sure to follow all requirements & recommendations!

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Financial Aid Terminations Appeal Letter Directions/Template

****** Appeals can *only* be granted if the student had extenuating circumstances which affected the student's ability to successfully meet the federal standards. You must address *each* semester when grades were poor (D, F, X, or W). 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. If you cannot obtain the necessary documentation, describe in your letter the efforts you made to obtain the documents and why you were unsuccessful.

****** 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.

- **If you have been terminated for not meeting the GPA or completion % requirements, use the following content as a guide to write your letter and to identify the documentation you need.**

Semester #1: Fall / Spring / Summer _____ [year]

Describe what happened during this semester that resulted in grades of D, F, W, or X. Be specific. Provide supporting documentation of claims.

Semester #2: Fall / Spring / Summer _____ [year]

Describe what happened during this semester that resulted in grades of D, F, W, or X. Be specific. Provide supporting documentation of claims.

Semester #3: Fall / Spring / Summer _____ [year]

Describe what happened during this semester that resulted in grades of D, F, W, or X. Be specific. Provide supporting documentation of claims.

Semester #4: Fall / Spring / Summer _____ [year]

Describe what happened during this semester that resulted in grades of D, F, W, or X. Be specific. Provide supporting documentation of claims.

Continue this pattern for additional semesters.

- **If you have been terminated for reaching maximum aid, describe in your letter why you did not complete your program of study in the time allowed by federal standards.**
- **If you have previously appealed to this committee, address ONLY the semester(s) since your last appeal. Do NOT submit the same letter from your last appeal. The Committee is interested in what you have done since they last considered an appeal from you.**

NOTE: If you have not taken any classes (at ACM or another institution), explain why; be advised that the Committee is likely to **deny** your appeal if you have taken no steps to demonstrate improved performance.