

## Financial Aid Probation Appeal Form

For future financial aid consideration, please explain the **mitigating circumstance(s)** for your appeal. Mitigating circumstances are **documented** situations beyond your reasonable control that prevented you from maintaining satisfactory academic progress. The documentation submitted must support the **reasons and timeframe(s)** explained in the appeal. Submitting an appeal with supporting documentation **does not guarantee** an automatic approval.

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**Note:** *Students are responsible for completing all portions of the appeal request themselves. A Delta College faculty or staff member may not do so on your behalf.*

*Be sure to include an explanation for all semesters when these situations took place.*

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### STEP ONE:

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

My academic program of study is: \_\_\_\_\_

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I would like to be considered for financial aid for the following semester (**select one semester only**):

☐

Fall

(Appeals are accepted between **May 1 and August 1 only**)

☐

Winter

(Appeals are accepted between **October 1 and December 1 only**)

☐

Spring-Summer

(Appeals are accepted between **February 1 and April 1 only**)

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### STEP TWO:

Attach your typed responses to **both** of the following questions:

1. What circumstances do you believe caused you to be unable to meet standards of academic progress with regard to grade point average, completion rate, and/or program length? Include documentation such as official forms (birth/death certificates, police reports, etc.), records, or letters from your healthcare provider, or lawyer.
2. What changes have you made to ensure your future academic success?

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**OVER**

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**STEP THREE:**

I understand that I must **read**, **initial**, and **follow** the steps listed below for a decision to be made on my Financial Aid Probation Appeal Form.

- ☐ I have attached documentation. (Please see **STEP TWO** for what is considered documentation. Minimal explanation without documentation is not enough to support your appeal).
- ☐ I have met with an academic counselor or advisor in D102 to discuss my current educational goals and to create/update my academic plan, and I understand I must do this each semester. \*You must attach a copy. To print, log into MyDelta, go to Student Planning, Advising tab, Course Plan tab. Print all current and future plans - right click to print.
- ☐ Incomplete financial aid probation appeals will be denied.
- ☐ Providing documentation does not mean my appeal will automatically be approved.
- ☐ I will receive notification regarding the Standards of Academic Progress Appeals Committee's decision via my Delta email account.
- ☐ If my appeal is approved, I will be responsible to meet certain conditions associated with my financial aid probation. I will be restricted to enrolling in the courses listed on my academic plan and will be required to successfully complete all courses I attempt with a "C" grade or better. No withdrawals (W or WI), Incomplete (I), or No Credit (NC) grades will be acceptable. Failure to meet appeal conditions may negatively impact by future eligibility for financial aid.

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return this form and all required **documentation** to:

Delta College  
Financial Aid Office D101  
1961 Delta Road  
University Center, MI 48710

**FOR OFFICE USE ONLY**

Financial Aid Probation Considered For:		Financial Aid Probation Decision:	
<input type="checkbox"/> Fall 20____	<input type="checkbox"/> Winter 20____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<input type="checkbox"/> Spring 20____		<input type="checkbox"/> Wait for Grades	
<b>Approval Rationale:</b>		<b>Denial Rationale:</b>	
<input type="checkbox"/> Passport to Success Student		<input type="checkbox"/> Erratic/Poor Academic Record	
Last Attended _____		# of Semesters _____	
<input type="checkbox"/> Good Academic Improvement		<input type="checkbox"/> No Documentation	
<input type="checkbox"/> Documentation Supports Appeal		<input type="checkbox"/> Documentation Doesn't Support Appeal	
<input type="checkbox"/> PL _____		<input type="checkbox"/> Did Not Meet Original Appeal Conditions	
<input type="checkbox"/> Other: _____		<input type="checkbox"/> No Mitigating Circumstances	
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Other: _____	
<b>Committee Signatures:</b>			
_____		_____	
_____		_____	
_____		Date of Decision: _____	