

Allegany College of Maryland

STUDENT SERVICES APPEAL COMMITTEE / PETITION

(Non-Financial Aid appeals)

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. The committee will not entertain an appeal for something that you *anticipate* or that hasn't been concluded yet.) Also, this committee does NOT hear appeals related to academic suspensions/dismissals from the College; you must contact Admissions/Registration about that appeal process.

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; no materials will be accepted after the deadline. Be sure to consult the checklist at the bottom of the form. 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 June, 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 (be sure to include your city/state/zip code) _____

NOTE: Per the ACM student communication policy, all correspondence related to your appeal will be via your student.allegany.edu email account.

Have you filed an appeal in the last 10 years? No / Yes

If so, when? _____ » Did you follow the Committee's directions? Yes / No (If not, be prepared to explain why.)

What will you do if the Committee denies your petition? _____

When do you need the service? (choose one)

- ☐ Fall, 2012 » Your deadline to submit completed petition: June 15 OR August 9 OR August 31
Committee will meet at 9:30 am on June 20, August 15, and September 6
- ☐ Spring, 2013 » Your deadline to submit completed petition: December 7 OR January 11 OR February 1
Committee will meet at 9:30 am on December 12, January 16, and February 7
- ☐ Summer, 2013 » Your deadline to submit completed petition: May 20
Committee will meet at 9:30 am on May 22 - which is after classes begin and the *only* meeting for summer semester.

What are you appealing?

NOTE: This petition form is NOT to be used for Financial Aid Terminations. You *must* use the electronic form online at www.allegany.edu (Student Affairs / Important Documents / Academic Compliance Plan)

» Describe the specific DECISION or ACTION you are appealing:

» Name the particular PERSON or DEPARTMENT whose decision or action you are appealing: _____

Why are you appealing the decision? (check one)

- ☐ The decision was a mistake.
- ☐ 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.

CHECKLIST OF REQUIRED MATERIALS

* Incomplete petitions will be denied without a hearing. All materials must be submitted by the deadline above; NO materials may be submitted late.

- () Attach a letter written by YOU. This letter must be typed and must contain a detailed explanation of
(1) what happened and (2) why you think the committee should grant your request.
This letter must be in your own words and must address *all* the issues related to your appeal.
- () Attach documentation to support ANY claim you are making related to your situation. Examples include medical issues (for you or a dependant), mental health issues, court/legal matters, disability, death in the family, caregiver responsibilities, financial difficulties, eligibility for a particular service, etc. If you want the committee to consider a specific issue or problem, *you must provide independent documentation* of it!

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.) I understand that it is *my* responsibility to ensure that my petition contains all required documents, is complete, follows directions, & is submitted on time.

Signature of Petitioner

Date

Allegany College of Maryland
STUDENT SERVICES APPEAL COMMITTEE

Special Instructions for Financial Aid Terminations

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

IF your assigned academic advisor is unavailable (eg., faculty off-contract), contact **Sue Rowan** in the Advancement Office (next to the Bookstore); please call (301) 784-5120. Be sure you have already confirmed that your academic advisor is unavailable!

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 and must be completed electronically: www.allegany.edu (*Current Students >> Student Affairs >> Student & Legal Affairs >> Important Documents >> Academic Compliance Plan*)

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.

Step #4: Submit your Academic Compliance Plan, letter, supporting documentation, and financial aid termination letter to Student & Legal Affairs by the deadline:

8/31/12 @ 4:00pm

NOTE: INCOMPLETE PETITIONS WILL BE DENIED. ANY PETITION THAT DOES NOT HAVE AN ACADEMIC COMPLIANCE PLAN SUBMITTED AND SIGNED BY YOU AND YOUR ADVISOR WILL BE DENIED.

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 #5: 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 are not required to meet with the committee, but it is strongly recommended. You will be notified via your student.allegany.edu email account when/where to appear. The committee meets in June August, & September for Fall appeals; December, January, & February for Spring appeals; and May for Summer appeals.

Step #5: Make sure your file with the College's Financial Aid Office is complete.

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.