

APPEAL INSTRUCTIONS

1. Review all semesters that you attended Delta and have had to withdraw or have not passed successfully, including incomplete grades. Think about and be prepared to explain what reasons may have caused you to not be successful. If you are seeking multiple degrees, what is the rationale for continuing at a two year college?
Need to review your academic records: Student Self-service -> Student Planning
2. Meet with a Student Success Advisor to review your program of study and put an academic plan in place. This helps to ensure that you are following your degree path and can be successful. Please make sure that the advisor is aware that you are meeting with them because of a financial aid appeal.
3. Complete the attached appeal form.
4. Type a statement answering the two questions on the appeal form. Because you are explaining your situation in writing, please be as thorough and detailed as possible. Refer to your thoughts from Step 1. This helps the appeal committee establish the reasoning and timeline of the circumstances that caused a decline in your academic status.
***If you disclose an incident of sexual misconduct or a pregnancy related illness, Delta College employees have an obligation and duty to report the information to the Title IX Coordinator for follow-up and/or possible investigation. For more information on Title IX, please access the Equity Office Title IX website. If you would like to speak confidentially to a counselor for support, please contact Delta's Counseling Office at counseling@delta.edu, 989-686-9330, or visit Office D102.*
5. Gather documentation to support your appeal and the reasoning for your academic status. The documentation should align with the dates of the semesters that you were not successful. Examples of documentation, but not limited to:
 - Court documents
 - Police Reports
 - Note from Physician or healthcare personnel
 - Note from lawyer
 - Birth/Death Certificate
 - Official Records
 - Other considerations: letters of support from a pastor, teacher, counselor, or other source. Any academic achievement since last being in school, if obtained through another school, training through an employer, or in the community.
6. Submit your completed appeal, typed statement, and photocopies of supporting documentation to the Financial Aid Office by mail: Financial Aid Office, Delta College, 1961 Delta Rd, University Center MI 48710 or by fax at 989-667-2202 within the timelines specified on the following form. **Incomplete appeals will be denied.** Please call us at 989-686-9080 or email us at financialaid@delta.edu if you have any questions.

For future financial aid consideration, please explain the situation(s) beyond your reasonable control that has prevented you from maintaining satisfactory academic progress. Submitting an appeal does not guarantee an automatic approval.

Instructions: Please complete this form entirely and be sure to include an explanation and provide supporting documentation for all semesters that you were enrolled and may have had academic or personal struggles.

Take this completed form and meet with a Student Success Advisor before submitting the appeal. The information you provide on this form will assist with your academic plan. After you meet with the Student Success Advisor, please return this form and all required documentation to Delta's Financial Aid Office by mail: Financial Aid Office, Delta College, 1961 Delta Rd, University Center MI 48710 or fax: (989) 667-2202.

Name: _____ Student ID: _____

Phone: _____

My academic program of study is: _____

Reason for appeal: Low GPA Low Completion Rate Max Program Length,
(this includes seeking multiple degrees)

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

Fall (Appeal will be accepted through the first week of the semester)

Winter (Appeal will be accepted through the first week of the semester)

Spring-Summer (Appeal will be accepted through the first week of the semester)

Answer the following questions; you must answer all questions, be complete and thorough:

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?
If you have already earned a Delta degree and are seeking an additional degree, you must provide rationale for needing multiple degrees.
2. What changes have you made to ensure your future academic success?

Note: Be sure to include any documentation such as official forms (birth/death certificates, police reports), records, or letters from your healthcare provider, or lawyer to support your circumstances.

Please review and initial the following details:

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

I have attached my written statement to address the two questions from the appeal form.

I have attached supporting documentation. A written statement without documentation is not enough to support an appeal decision.

I have met with a Student Success Advisor to discuss my educational goals and create/update my academic plan. I understand that I will be required to follow my plan, and only register for approved classes. This plan may have to be updated each semester.

Name of Student Success Advisor _____

I have completed my Free Application for Federal Student Aid (FAFSA).

Incomplete financial aid appeals will be denied. I know that I must sign my appeal form with a wet signature. Typed signatures are not acceptable.

Providing documentation does not mean my appeal will automatically be approved.

I will receive notification regarding the Appeals Committee's decision via my Delta e-mail account.

If my appeal is approved, each semester I must receive grades of a C (2.0) or better in each class to continue to be considered for financial aid. No grades of C-, D+, D, D-, F, No Credit (NC), withdrawals (W/WI), audits (X) or incompletes (I) will be accepted. If I do not meet these grade requirements, I will be responsible for my enrollment and paying for any outstanding tuition, fee, or bookstore charges.

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY	
Referral Notes: 	
Financial Aid Appeal Considered For: <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Winter 20____ <input type="checkbox"/> Spring20____	Financial Aid Appeal Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Wait for Grades
Approval Rationale: Last Attended _____ <input type="checkbox"/> Good Academic Improvement <input type="checkbox"/> Documentation Supports Appeal <input type="checkbox"/> PL _____ <input type="checkbox"/> Other _____	Denial Rationale: <input type="checkbox"/> Erratic/Poor Academic Record # of Semesters _____ <input type="checkbox"/> No Documentation/Doesn't support <input type="checkbox"/> No Academic Plan <input type="checkbox"/> Did Not Meet Original Appeal Conditions <input type="checkbox"/> No Mitigating Circumstances <input type="checkbox"/> Other _____
Committee Signatures: _____ _____ _____	
Date of Decision: _____	