

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
FINANCIAL AID**

Instructions for completing the SAP Appeal Form

How to appeal for reinstatement of federal financial aid:

Students who become ineligible for federal financial aid under the Satisfactory Academic Progress policy may submit a request for reinstatement to the Financial Aid Office only at the college in which the student is enrolled, with the required supporting documentation attached. The Financial Aid Review Committee shall review and validate the documentation attached to determine if the student has met the conditions for reinstatement, or if extenuating circumstances of the student should be taken into consideration for reinstatement. **Students must be enrolled for the semester in which reinstatement is being requested. Students are responsible for payments that become due to the college while an appeal is being considered.** Submitted requests must be typed.

All requests and supporting documentation must be attached to a DCCCD Satisfactory Academic Progress Appeal Form.

All appeals must also have a copy of the Degree Audit Report for your declared Program of Study.

The following mitigating circumstances are examples of circumstances that may be considered:

- 1. Personal illness, injury or accident**
Requires a doctor's written statement, hospital records, accident/police report.
- 2. Serious illness or death within immediate family**
Requires a death certificate/obituary notice or doctor's statement
- 3. Transportation problems**
Requires a mechanics bill and verification that public transportation is not available in your area
- 4. Divorce or separation**
Requires divorce/separation documents or letter from attorney
- 5. Last enrollment was at least 10 years ago**
Requires a copy of your most recent college transcript
- 6. Administrative error**
Requires documentation from the involved DCCCD administrative office explaining the nature of the error.
- 7. Change of Program of Study**
 - a. Requires a copy of an official degree plan showing the number of hours needed to complete your current degree or certificate program that you have declared as your primary program of study.
 - b. Statement describing circumstances requiring the change of program
- 8. Attempting more than 30 hours of ESOL hours, or combination of ESOL/Developmental hours.**
Requires statement from DCCCD TSI Coordinator or Academic Advisor recommending additional ESOL enrollment

The condition or situation must have occurred during the period of enrollment immediately prior to the Financial Aid Suspension and must have been resolved to allow the student the ability to complete course work successfully or the request will not be granted.

IF REINSTATEMENT IS DENIED

To regain financial aid eligibility if reinstatement is denied, a student must pay the expenses related to an enrollment of at least half-time status during the next award year and satisfy all SAP requirements.

Exception: If you do not have additional hours needed to complete your program within the 150% limit (see SAP requirements), your eligibility has expired and you are not eligible for additional funding to complete your program.

"Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability or sexual orientation."

**Dallas County Community College District
Financial Aid Office
Satisfactory Academic Progress Appeal**

Return, mail, or fax this completed form and required attachments to the [Financial Aid Office](#) at the college in which you are registered.

FAX NUMBERS

Brookhaven (972)860-4375 Cedar Valley (972)860-5230 Eastfield (972)698-3094 El Centro (214)860-2637 Mountain View (214)860-8843 North Lake (972)273-3240 Richland (972)238-3761

Student Name _____ Student ID Number _____
Mailing Address _____ E-mail Address _____
City, State, Zip Code _____ Telephone Number _____

***Students may not request reinstatement for a semester which has already ended.
Undocumented appeals will not be considered.***

1. In which semester do you plan to enroll? _____ Fall / _____ Spring / _____ Summer
2. Which DCCCD College will you be attending for most of your classes this year?
BHC ___ CVC ___ EFC ___ ECC ___ MVC ___ NLC ___ RLC ___
3. When do you expect to graduate from your current program of study? _____

Required attachments:

1. A typed explanation for failing to meet the [Satisfactory Academic Progress](#) (SAP) standards.
2. Supporting documentation relevant to the explanation (See instructions on reverse side)
3. An *official* DCCCD college degree plan, if you have exceeded the allowable maximum number of credit hours attempted. (*In accordance with the SAP*, a student cannot exceed 150% of the minimum number of hours required to complete the student's declared program of study.)

**RETURN, MAIL, OR FAX THIS COMPLETED FORM AND REQUIRED ATTACHMENTS TO THE
[FINANCIAL AID OFFICE](#)**

FOR OFFICE USE ONLY

COLLEAGUE ID#: _____

(a)DCCCD Attempted hours: _____/ (b) DCCCD Earned hours: _____/ (c) Total TR Hours _____
(d)TR hours used in program completion: _____/ (e) # hours remaining to complete program _____
(f)# Hrs required in program: _____/ [(a) _____ + (d) _____ + (e) _____] < or ≥ (f)x150% _____
Current Year hours: _____ / Cumulative GPA: _____ / Prior Suspension? ___ Yes / ___ No
Reviewed by: _____ at _____ College / Date _____

DECISION

Approved _____ Denied _____ Date: _____

Comments: _____

___SAPD ___PERC Date Approval/Denial Letter Sent: _____

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