

Delgado students are required to have a mitigating circumstance in order to apply for an appeal. Note: A mitigating circumstance is an unusual, unexpected, or non-recurring event beyond the student's control. Examples of mitigating circumstances for which an appeal may be filed include, but are not limited to, personal illness, injury, undue hardship, or death in the student's immediate family. The maximum number of SAP appeals a student will be allowed is five (5).

Please make sure to add your name and LoLA number on each page you submit with your appeal form.

Student Name _____

LoLA Number _____

Phone Number _____

Semester & Year _____

Campus/Location Attended _____

Please answer the following questions on a separate sheet of paper. Your answers may be typed or legibly handwritten. Failure to answer the questions and provide required documentation will result in denial of application.

1. Provide statement detailing the mitigating circumstances and how it impacted your performance.
2. Provide statement regarding what steps you have taken to attempt to remove the circumstances and whether the circumstances have, in fact, been removed.
3. **An Academic Plan is required if you cannot meet the required GPA/Pace requirement within the mandatory timeline. Please meet with your Academic Advisor to discuss and obtain a signed Academic Plan. PLEASE ATTACH SIGNED ACADEMIC PLAN FROM YOUR ACADEMIC ADVISOR.**

Types of Documents: Please check all applicable documents that you are attaching to your appeal.

___ Academic Plan

___ Fire Department Reports

___ Medical Records

___ Birth Certificate

___ Hospital Bills

___ Obituary Notice

___ Death Certificate

___ Letter from 3rd Party/Relative

___ Pictures

___ Doctor's Statements

___ Letter from Employer

___ Police Reports

Other _____

Student Acknowledgement:

- I hereby request that my case be reviewed for possible reinstatement of my financial aid.
- I have attached all documentation needed to explain my mitigating circumstance.
- I understand that only exceptional cases which can be documented will be approved. I have attached such documentation: i.e., doctor's statements, death certificates, bills, etc.
- I also understand that I am responsible for any balance on my account and I agree to make necessary payments in the event my satisfactory academic progression application is not approved.

Student Signature _____ Date _____

Note: All appeals must be submitted by deadlines listed on www.dcc.edu. Appeals submitted after the final deadline will NOT be reviewed.