

## APPEAL PROCEDURE

For students on Discontinuance for not meeting the 67% completion rate

A student who has not *successfully* completed (grades of A, B, C, D, and S) and received credit for a minimum of 67% of all hours *attempted* is not eligible to receive Federal and State Grants and/or Student Loans at the College of DuPage. This is the minimum completion rate allowed under Federal guidelines.

The Office of Student Financial Aid acknowledges there may be extenuating circumstances that could have prevented students from meeting the Minimum Academic Requirements for Financial Aid Policy. A student who has an extenuating circumstance has the right to submit a letter of appeal to the Financial Aid Appeals Committee.

The appeal letter must be typed, signed and dated, and include the Social Security number and/or ID number, and:

1. Explain the circumstance(s) that prevented successful completion of coursework.
2. Detail the specific steps taken to resolve the circumstance(s) presented.
3. **IMPORTANT: Provide supporting documentation which verifies the circumstance(s) presented.**

All appeals must be submitted to the Office of Student Financial Aid by the date specified on the College of DuPage website. Incomplete appeals will not be forwarded to the Committee.

**Late appeals will not be accepted.**

A letter will be mailed to notify the student of the Committee's decision. All decisions of the Committee are final.