

APPEAL PROCEDURE

For students on Discontinuance for exceeding 150% of program hours

A student who has attempted 150% of the credit hours for the academic program indicated on their record at College of DuPage (including transfer hours), is not eligible to receive Federal and State Grants and/or Student Loans. Attempted credit hours include all courses that appear on the student's transcript, including any courses a student fails, retakes (R grades), withdraws from (W grades), or has an incomplete (I grade) in. NOTE: Up to 30 hours of eligible remedial courses may be excluded from attempted hours.

A student who has extenuating circumstances has the right to submit an appeal to the Financial Aid Appeals Committee.

The following steps must be completed by the student:

1. Submit a typed appeal letter, signed and dated, including a Social Security number and/or ID number, to the Appeals Committee. State why you believe your financial aid should be reinstated, and explain the circumstances that prevented you from completing your program within the standard 96 hours allowed. You must also state specifically which courses are still required for you to complete your educational goal, and when you expect to reach this goal.
2. Meet with a counselor or a faculty advisor in your field of study. Bring this letter to the appointment, as well as your completed appeal letter. You and the counselor or faculty advisor will determine what plan of action is necessary to complete your program in a timely manner. The counselor will complete a term-by-term program plan which you must submit with your appeal letter to the Committee. Contact the Counseling, Transfer, and Advising Office in SRC 2044 or at 942-2259.
3. Deliver **all** of the above items 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 Appeals 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 Appeals Committee are final.