



Financial Aid Office
300 College Drive
Glendive, MT 59330
Phone: (406) 377-9444
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SAP (Satisfactory Academic Progress) Appeal for Financial Aid Reinstatement

Name: _____ Student ID#: D16

Address: _____ City: _____

State: _____ Zip Code: _____ Phone#: _____

The term in which you wish to return: _____ FALL _____ SPRING _____ SUMMER YEAR: _____

For an appeal to be approved, a student must have a documented extenuating circumstance that has reasonably been resolved. To that end, a student must provide the following:

1. A written description as to what extenuating circumstance prevented the student from meeting the required SAP standards and what has changed so that the same issue will not be a hindrance in the future. Write the explanation on the reverse side of this form or attach a written explanation. Include a plan of study approved by you academic advisor.
2. Documentation corroborating the story described in #1 above. This can include things like death certificates, medical documentation or letters from disinterested third parties.
3. Documentation indicating the situation has reasonably been resolved. For medical circumstances this would be a note from a doctor indicating that the condition has improved enough that it is realistic to expect that the student will be academically successful in the upcoming term.

Some examples of extenuating circumstances include:

- Medical emergencies
- Death in the immediate family
- COVID-19 related emergencies
- Other situation that could not be anticipated and was beyond the student’s control

Note: Students who previously were unable to document an extenuating circumstance and had their appeal denied, can appeal again. However, the only thing likely to result in a successful appeal (barring submission of new documentation) is if the student takes additional coursework and does well in those classes, i.e. earns a term GPA of at least a 2.0 and passes all courses for which they are registered.

In submitting a subsequent appeal, the student should reference their academic performance and provide a transcript, if the coursework was taken somewhere other than DCC. In making a decision, the committee will take into consideration the student’s overall academic record and how well they did in the most recent term. There is no set number of credits that will result in an approved appeal. Simply stopping out of school for a time period without taking additional coursework will not result in an approved appeal either.

Step 3: Student Certification

I certify that the following explanation and accompanying documentation is true and correct. I understand that appeals lacking supporting documentation will be denied; that for timely review, appeals should be submitted at least a week before the term begins; and that to receive aid in a term, the appeal must be approved prior to the end of that term.

Student Signature: _____ Date: _____

