Continue receiving financial aid or appeal financial aid package

To continue receiving financial aid, students must make minimum satisfactory academic progress toward completion of their program of study in accordance with Title IV regulations and DCAD policies as follows:

- **Grade Point Average:** The student must have a semester and cumulative G.P.A. of 2.0 or higher.
- **Percentage of Completion:** The student must earn at least 67% of attempted credits.
- **Degree Completion Requirements:** The maximum timeframe for completion of undergraduate program cannot exceed 150% of the published program length for full-time students. The maximum number of semesters is six and the maximum number of credits is 102 for full-time students. The maximum time frame requirements are prorated accordingly for part-time students.
- **Measurement of Progress:** Academic progress for each student is monitored each semester and Satisfactory Academic Progress (SAP) Reports are mailed to each student. A student may continue receiving financial aid for one semester while on academic probation. Students not maintaining SAP are mailed a financial aid discontinuation letter. See SAP Appeal procedures below.

Financial Aid Appeals
Please contact the DCAD Financial Aid Office to pick up an appeal form and to discuss your circumstances with a financial aid officer.

- **Extenuating Circumstances Appeal:** The DCAD Financial Aid Office will take into account extenuating circumstances regarding the information entered on your FAFSA. If you have an event, such as a death of a parent, loss of a job, separation/divorce or homelessness, etc., please send correspondence to:
  Delaware College of Art and Design
  ATTN: Financial Aid Office
  600 N. Market Street
  Wilmington, DE 19801

  Your appeal will be reviewed and a financial aid officer will contact you requesting further documentation regarding your circumstances or to schedule an appeal hearing. After the Appeal Hearing, a final decision will be rendered and your financial aid package may be adjusted accordingly. All appeal paperwork must be turned in 30 days after we make contact with you, and all appeal decisions are final.
• **Satisfactory Academic Progress (SAP) Appeal:** Students with extenuating circumstances may appeal financial aid discontinuation by submitting a letter of appeal to the financial aid director within 30 days after the discontinuation letter was sent to the student. If the appeal is approved, the student may be granted a waiver to receive aid for the current academic year. Students failing to remove themselves from academic probation after one semester are subject to financial aid discontinuation.

• **Dependency Appeal:** This appeal is for a student who feels that he/she should be considered independent from their parent(s) for financial aid purposes, although he/she does not meet any of the automatic independent criteria as outlined in the FAFSA. Dependency appeals may be submitted under the extraneous circumstances such as the following:
  - Danger of abuse (either mental or physically), or abandonment by your parents
  - Written documentation of: no parental support, proof of lease and utilities in student’s name, supportive letter from state social worker attesting to student’s lack of parental support and independent living

*Call 302.622.8867 to speak with the DCAD Financial Aid Office.*
*Inquiries can be directed to:*
*Teresa Haman, Director of Financial Aid, ext. 105*
*Ruth Graham, Financial Aid Counselor, ext. 122*
*Email financialaid@dcad.edu*