



Financial Aid Satisfactory Academic Progress Appeal Packet

Purpose:

Students who do not meet the Satisfactory Academic Progress (SAP) standards are ineligible to receive financial aid. To appeal your Ineligible for Aid Status, you must submit this form, along with any required documentation detailing the extenuating circumstances that contributed to your failure to meet SAP standards. Extenuating circumstances may include illness/hospitalization of the student, death of an immediate family member, or other extreme circumstances beyond the student's control. In addition, you should indicate how you have overcome any issues and will be able to achieve SAP in future semesters. (Please note that this serves to request reinstatement of financial aid only and does not impact your eligibility to continue in your program of study.)

SAP Policy

Lack of knowledge of the financial aid standards of Satisfactory Academic Progress is NOT acceptable grounds for appeal. To review the SAP policy, visit <http://www.rccc.edu/financial-aid/satisfactory-academic-progress>.

Notification:

Notification regarding the SAP appeal decision will typically be sent via U.S. Postal Service within 14 days after your completed appeal packet and other required documentation have been submitted. Regularly monitor your student account on The Rock for any additional items that may be requested. During this time, you will be responsible for any tuition and fees charged to your account.

Appeal Decision:

If your appeal is denied and you remain enrolled past the course drop deadline, you are responsible to pay all tuition and fee charges. Submitting an appeal does not guarantee approval to reinstate your eligibility to receive financial aid.

Appeal Process:

Your appeal will be reviewed within 2 weeks of your submission date.

The review of your appeal may take longer during peak periods. All appeal decision notifications will be mailed to the address provided on the cover letter of your appeal.

During the review, some factors that will be considered include the following:

- Validity of the reasons for failing to meet the standards
- Resolution of the problems that contributed to your failure to meet the standards
- Prior academic history (credits earned vs. credits attempted, GPA, repeat courses, etc.)
- Meetings with your Academic Advisor, along with their notes and recommendations
- Number of previous appeals and reinstatements
- Likelihood of future success
- Number of additional semesters requested
- Quality of your appeal
- Quality and thoroughness of supporting documentation
- Your overall loan indebtedness
- Number of previously attended institutions

In order to allow adequate time for your appeal to be given consideration, all appeals must be complete and submitted at least 10 days before the end of the semester for which aid is requested.

Under no circumstances can appeals be approved retroactively, per federal regulation.

No exceptions can ever be made.



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Student Information:

Name: _____ Student ID#: _____
Street Address: _____ Date of Birth: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____ Are you graduating this semester? Yes: ___ No: _____

Reason for Appeal:

(Please check all reasons that apply to your disqualification of financial aid eligibility.)

1. _____ While on a Warning Status I achieved a cumulative Grade Point Average (GPA) below 2.0, and/or completed less than 67% of my cumulative attempted credit hours.
2. _____ I have attempted more than 150% of the total program hours needed to complete my currently declared degree or certificate.
3. _____ During the last semester I attended RRCC, I completed zero-percent of my courses.

If you checked # 1 or #3, complete each of the following steps:

_____ Provide a typed statement addressing the circumstances that prevented you from meeting Satisfactory Academic Progress, and discuss what steps you have taken to ensure that these issues will not prevent you from meeting the SAP requirements in the future.

_____ Attach supporting documentation of extenuating circumstances. Some examples include the following:

- Birth/death certificates, obituaries, funeral programs or court documents
- Divorce/separation court documentation
- Medical records that validate illness and length of recuperation
- A physician's or health care provider's statement confirming your medical condition and that he/she medically supports your decision to continue your enrollment

_____ Attach a printout of your loan history from the [National Student Loan Database](http://www.nslds.ed.gov/nslds_sa/) http://www.nslds.ed.gov/nslds_sa/ and complete the Loan Indebtedness Form.

_____ Read and initial each part of the Academic Plan. Sign and date the bottom.

If you checked # 2, complete each of the following steps:

_____ Provide a typed statement explaining why you have attempted more than 150% of your degree or certificate requirements, and your need for additional hours to complete the degree or certificate. Attach any supporting documentation.

_____ Have a Degree Evaluation completed for your declared RRCC program. This may be done by appointment with either an Academic Advisor or, if appropriate, with a Faculty Advisor. Sign and attach the [Degree Evaluation](#) to your appeal.

_____ Attach a printout of your student loan history from the [National Student Loan Database](http://www.nslds.ed.gov/nslds_sa/) http://www.nslds.ed.gov/nslds_sa/ and complete the Loan Indebtedness Form.

_____ Read and initial each part of the Academic Plan. Sign and date the bottom.

I understand that appeal decisions are processed on a case-by-case basis. If approved, I will be expected to make academic progress in the semester for which my appeal was approved. I have read the [Red Rocks Community College SAP Policy](#). I understand the completion of this application does not constitute an approval of my appeal.

Student Signature: _____ Date: _____



STUDENT ACADEMIC PLAN FORM

Approval of Appeal:

If your Satisfactory Academic Progress Appeal is approved you will be placed on Probation Status as of the current semester. You will be expected to adhere to the criteria below. At the end each semester, your file will be reviewed to determine if you are eligible to continue your Probationary Status. If you do not adhere to this Academic Plan, you face the possibility of becoming Ineligible for Financial Aid, and will not be entitled to receive funds as of the subsequent semester.

Expectations:

Please read the following expectations of SAP Probation, initial next to each criterion, and sign.

_____ I will pass all courses I attempt while on Probation.

For Financial Aid purposes, courses counted as not passed include the following: F, AU, AW, W, I, U, U/D, U/F, SP and Z. Please report to our office any grade changes made to your transcript so that we may re-evaluate your SAP standing.

_____ If approved for Max Time Frame I will take only the courses listed on my Degree Evaluation (those required to complete my program of study at RRCC).

Note: Financial Aid may not cover courses that were previously passed and are simply being retaken for a higher grade.

Student Signature: _____ Date: _____

Additional Support:

Red Rocks Community College wants all students to be successful and achieve their highest potential. Did you know that Red Rocks Community College offers a number of FREE services geared towards helping students reach their goals? Receive support and enhance your learning with our Learning and Support Services in the Learning Commons or visit the [Learning Commons website at http://www.rrcc.edu/learning-commons](http://www.rrcc.edu/learning-commons).

Office of Financial Aid
13300 West Sixth Avenue Lakewood, CO 80228
Phone (303) 914-6256 Fax (303) 914-6805



STUDENT LOAN INDEBTEDNESS FORM

Student Information:

Name: _____ S#: _____

Items to Review:

In your pursuit to earn a college degree or certificate, rising educational cost is a reason to map out a strategic educational loan plan. As a new Federal Direct Loan or prior FFELP/Federal Direct Loan borrower it is wise to periodically:

- Review and record your total loan amount
- Calculate and record the monthly payment of your current and/or anticipated student loans
- Analyze how the monthly payment will impact your current and future finances.
- Know your repayment amount if you were to go into repayment in the near future.

Loan Worksheet:

We have provided a loan worksheet for you to estimate and record the above data.

_____ NEVER BORROWED – If you checked this box, you can skip the rest of this page!

_____ PRIOR BORROWER - Go to [Federal Student Aid](#) to review and record your total loan indebtedness. Then proceed to the [Mapping Your Future Loan Calculator](#). Using the worksheet below, enter your current student loan indebtedness under Principle Amount of Loan. Use the information generated to fill in the table below.

First Time Borrower:

Go to [Mapping Your Future](#). Using the worksheet below, enter the amount of loans you would like to borrow this aid year under Principle Amount of Loan. Use the information generated to fill in the table below.

Loan Repayment Information	
Number of Monthly Payments	
Simple Interest Rate	6.8%
Principal Amount of Loan	\$
Your Monthly Payment Will Be	\$
Your Total Interest Cost Will Be	\$
Minimum annual salary to handle these payments	\$

This worksheet must be received by the Office of Financial Aid before a loan disbursement can be made. Please keep a copy for your records.

Signature: _____ Date: _____