



Office of Financial Aid  
13300 West Sixth Avenue  
Lakewood, CO 80228  
(303) 914-6256 Phone  
(303) 914-6805 Fax  
<http://www.rrcc.edu/financial-aid>

## Financial Aid Satisfactory Academic Progress (SAP) 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 circumstances that interfered with your classes.** Acceptable circumstances may include illness/hospitalization of the student, death of an immediate family member, or other extreme circumstances **beyond your control**. In your appeal, you should indicate how you have overcome these issues and how you will be able to achieve SAP in future semesters. (Please note that this SAP Appeal only applies to the reinstatement of your financial aid and does not impact your eligibility to continue in your program of study.)

Lack of knowledge of the financial aid SAP standards is not an acceptable reason for an appeal. To review the SAP policy, visit <http://www.rrcc.edu/financial-aid/satisfactory-academic-progress>.

The Financial Aid Office will notify you of the SAP appeal decision through your RRCC-issued student email account within 14 days after we receive your completed appeal packet and all other required documentation. Check your student account on The Rock for any additional items that may be requested. During semesters when you are Ineligible for Aid, you are responsible for any tuition and fees charged to your account.

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 that you will be approved to receive financial aid at RRCC.** If your appeal is denied and you have additional information to provide, you have the option to submit a new appeal packet that will be reviewed by committee.

### Submitting an Appeal:

Your appeal will be reviewed within 10-14 business days after you submit a complete appeal packet to the Financial Aid Office.

The review of your appeal may take longer during peak periods. Appeal decision notifications are emailed to your RRCC-issued student email account.

The following may be considered when reviewing your SAP appeals:

1. Nature of the circumstances that interfered with your classes
2. Resolution of the circumstances that are mentioned in the appeal
3. Prior academic history (credits earned vs. credits attempted, GPA, repeated courses...
4. Meetings with your Academic Advisor, along with their notes and recommendations
5. Number of previous SAP appeals and approvals
6. Number of credits remaining to complete your program
7. Quality of your appeal
8. Quality and thoroughness of supporting documentation
9. Number of previously attended institutions and your academic progress at each school

All documentation submitted to RRCC may be considered during the review of your SAP appeal.

## Resources

Academic Advising  
[advising@rrcc.edu](mailto:advising@rrcc.edu)  
(303) 914-6255

Cashiers Office  
(303) 914-6222

Learning Commons  
<http://www.rrcc.edu/student-success-services>  
(303) 914-6703  
College Prep  
Connect to Success  
Accessibility Services  
Tutoring

National Student Loan  
Data System  
[http://www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/)

### Deadlines to submit an appeal and all supporting documentation follows:

**December 1 - to request financial aid for fall semester**

**May 1 - to request financial aid for spring semester**

**August 1 - to request financial aid for summer semester**



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(Please print)

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
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 Warning, I achieved a Grade Point Average (GPA) below 2.0, and/or completed less than 67% of my attempted credit hours.
- 2.  I have attempted more than 150% of the total number of credits needed to complete my currently declared degree or certificate.
- 3.  During the last semester I attended RRCC, I did not complete any of the courses I was taking.

**If you checked # 1 or #3 above, 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:
  - o Birth/death certificates, obituaries, funeral programs or court documents
  - o Divorce/separation court documentation
  - o Medical records that validate illness and length of recuperation
  - o A physician’s or health care provider’s statement confirming your medical condition and that they medically support your decision to continue your education at this time
- Attach a printout of your loan history from the National Student Loan Database (NSLDS): <https://nslds.ed.gov> and complete the Loan Indebtedness Form (page 4 of this packet).
- Read and initial each part of the Academic Plan (page 3 of this packet). Sign and date the bottom of this page.

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

- Provide a typed statement explaining why you have attempted more than 150% of the total number of credits required to earn your degree or certificate. Explain how many credits you have remaining before you can graduate. Attach any supporting documentation.
- Submit a Degree Evaluation for your declared RRCC program. This may be done by appointment with either an Academic Advisor or, if appropriate, a Faculty Advisor. The form can be found online at <http://www.rrcc.edu/financial-aid/forms>. Sign and attach the Degree Evaluation form to your appeal.
- Attach a printout of your student loan history from NSLDS (<https://nslds.ed.gov>) and complete the Loan Indebtedness page of this packet.
- Read and initial each part of the Academic Plan attached to this packet. Sign and date the bottom of this page:

I understand that appeal decisions are made on a case-by-case basis. If approved, I will be expected to complete 100% of my attempted credits during the semester for which my appeal was approved. Withdrawals and grades other than A, B, and C do not count as completed. I have read the RRCC SAP Policy available at <http://www.rrcc.edu/financial-aid/satisfactory-academic-progress>. I understand the completion of this appeal does not guarantee I will be approved to receive financial aid at RRCC.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**Financial Aid Satisfactory Academic Progress (SAP) Appeal Packet**

**STUDENT ACADEMIC PLAN FORM**

If your SAP appeal is approved, you will be placed on Probation for the current term or for the next semester you attend RRCC. You will be expected to adhere to the criteria below. At the end of each semester, your file will be reviewed to determine if you are eligible to continue your Probationary status. If you do not follow this Academic Plan, you may become Ineligible for Aid, and you will not be entitled to receive funds the following semester.

Please read the following expectations of SAP Probation, initial next to each item, 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. Late grades may also impact your SAP status.

\_\_\_\_\_ If approved for exceeding 150% of the total number of credits required to earn my degree/certificate, 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 you previously passed and are retaking for a higher grade.

Helpful Tip:  
In order to stay on track and avoid taking unnecessary courses, we highly recommend meeting with your Academic Advisor and using Degree Check, <http://www.rrcc.edu/advising/degree-check>.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Red Rocks Community College wants all students to be successful and achieve their highest potential. Did you know that RRCC offers FREE services to help students reach their goals? Receive support and enhance your learning with our Learning and Support Services in the Learning Commons or visit <http://www.rrcc.edu/learning-commons>.



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**STUDENT LOAN INDEBTEDNESS FORM**

**Name:** \_\_\_\_\_ **S#:** \_\_\_\_\_

In your pursuit to earn a college degree or certificate, it can be important to have a strategic educational loan plan. As a student 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.

We have provided a loan worksheet for you to estimate and record this information.

- NEVER BORROWED** – If you checked this box, you can skip the rest of this page!
- PRIOR BORROWER** - Go to <https://nslds.ed.gov> to review and record your total loan indebtedness. Then proceed to <http://www.mappingyourfuture.org/paying/standardcalculator.cfm>. 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 <http://www.mappingyourfuture.org/paying/standardcalculator.cfm>. Using the worksheet below, enter the amount of loans you need to borrow this aid year under Principle Amount of Loan. Use the information generated to fill in the table below.

Number of Monthly Payments		<input type="text"/>
Simple Interest Rate		<input type="text" value="6.8"/>
Principal Amount of Loan	\$	<input type="text"/>
Your Monthly Payment Will Be	\$	<input type="text"/>
Your Total Interest Cost Will Be	\$	<input type="text"/>
Minimum annual salary to handle these payments:		<input type="text"/>
<input type="button" value="Reset"/>		

**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:** \_\_\_\_\_