



## Financial Aid Satisfactory Academic Progress Appeal Packet

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

### Red Rocks Community College 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.)

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 regarding the SAP appeal decision will typically be sent via CCCS e-mail within 7 days after your completed appeal packet and other required documentation have been submitted. We also suggest you 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.

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.**

#### Submitting an Appeal:

Your appeal will be reviewed within 5 business days of your submission date. The review of your appeal may take longer during peak periods. All appeal decision notifications will be e-mailed to your cccs e-mail address.

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

1. Validity of the reasons for failing to meet the standards
2. Resolution to the extenuating circumstances that contributed to your failure to meet the standards
3. Prior academic history (credits earned vs. credits attempted, GPA, repeated courses, etc.)
4. Meetings with your Academic Advisor, along with their notes and recommendations
5. Number of previous appeals and reinstatements
6. Likelihood of future success
7. Number of additional semesters requested
8. Quality of your appeal
9. Quality and thoroughness of supporting documentation
10. Your overall loan indebtedness
11. Number of previously attended institutions and your academic progress at each

### Resources

Academic Advising  
advising@rccc.edu  
(303) 914-6255

Cashiers Office  
(303) 914-6222

Learning Commons  
<http://www.rccc.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/)

**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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(Please print)

_____		_____	
Name		Student ID#	
_____		_____	
Street Address		Student's Date of Birth	
_____	_____	_____	
City	State	Zip Code	
_____		<b>Are you graduating this semester? Yes / No</b>	
Telephone Number			

**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:
  - 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 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.
- Submit a Degree Evaluation completed 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 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 available at <http://www.rrcc.edu/financial-aid/satisfactory-academic-progress>. I understand the completion of this application does not constitute an approval of my appeal.

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

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



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**STUDENT ACADEMIC PLAN FORM**

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 of 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.

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.

Helpful Tip:  
 In order to stay on track and avoid taking unnecessary courses, we highly recommend using Degree Check, <http://www.rccc.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 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 website at <http://www.rccc.edu/learning-commons>.



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**STUDENT LOAN INDEBTEDNESS FORM**

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

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.

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 [https://www.nslds.ed.gov/nslds\\_SA/](https://www.nslds.ed.gov/nslds_SA/) 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 would like to borrow this aid year under Principle Amount of Loan. Use the information generated to fill in the table below.

Simple Interest Rate		6.8
Principal Amount of Loan	\$	
Your Monthly Payment Will Be	\$	
Your Total Interest Cost Will Be	\$	

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