



Satisfactory Academic Progress for Student Financial Aid  
Appeal for Determination of Eligibility

To avoid delays, please read and complete this application carefully and promptly.

In order to appeal the denial of financial aid due to not maintaining satisfactory academic progress, you must complete this form, attach a typed letter detailing the factors contributing to your lack of academic progress and indicate the steps taken to prevent future unsatisfactory academic progress. Attach any supporting documentation that may be helpful with the Committee's consideration of your appeal. Once all items have been completed, you can deliver, mail, e-mail, or fax them to the financial aid office at Glenss, Warsaw, or any other off-campus RCC site.

**Bio Information**

Name (Last, First, MI.) \_\_\_\_\_ Student ID# \_\_\_\_\_

RCC email address: \_\_\_\_\_@email.vccs.edu

Please select the semester and indicate the year for which the appeal is to be considered (i.e., Fall 2016).

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Degree Objective: \_\_\_\_\_ Hours needed to complete degree: \_\_\_\_\_

Have you had a previous appeal? \_\_\_\_ No \_\_\_\_ Yes (If yes, year of previous appeal: \_\_\_\_\_)

**Type of Appeal (Check all that apply)**

\_\_\_\_ **GPA** - If this appeal is based upon your cumulative grade point average, address the issue as to why your cumulative GPA is below the required standard.

\_\_\_\_ **Completion Rate** - If the ratio (hours completed divided by hours attempted) is less than 67%, address the issue of enrolling in courses and receiving a Withdrawal (W), an Incomplete (I), or an "F" which has negatively affected your completion rate.

\_\_\_\_ **Timeframe** - If your appeal is based on exceeding the maximum timeframe for receiving financial aid at RCC (150% of your program length), address the need to enroll in a greater number of credit hours than is normally associated with the completion of the degree requirements. Please indicate if you are a transfer student or have changed majors recently.

**Reason for Appeal**

Below please indicate which situation best applies to the academic difficulty you have experienced.

- Medical:** If a medical problem contributed to the failure to maintain satisfactory academic progress, attach documentation from a medical professional from whom you have received advice or treatment.
- Death/Illness:** If the death/illness of a family member or close friend contributed to the lack of academic progress, please attach appropriate copies of medical records, death certificate, obituary, etc.
- Other Extenuating Circumstances:** Please clearly state the circumstance (not listed above) and provide appropriate documentation.

