

Academic Progress Appeal Form

All RCC students are expected to make satisfactory progress toward the completion of their certificate or degree program. A minimum satisfactory GPA and credit completion rate of 66.67% is required each semester. Students who are not making satisfactory progress may appeal based on **extenuating circumstances**. These circumstances include factors beyond your control (e.g. illness, death of a close family member, or recall to military duty) and **must be documented** in the Financial Aid Office. Appeals due to other circumstances will be reviewed on a case-by-case basis.

Student's Name: _____

ID#: _____

Home Address: _____

Please explain the unusual or extenuating circumstances that prevented you from maintaining satisfactory academic progress during the most recent semester:

Please provide a plan of action describing steps you will take to improve your academic performance in the coming academic term, should your appeal be approved:

Financial Aid Students:

Federal regulations require that students receiving financial aid maintain satisfactory progress toward an eligible degree or certificate program of study. Financial Aid will not review appeals without the appropriate documentation.

Student Signature: _____

Date: _____

Advisor signature: _____

Date: _____