



RCC OFFICE OF FINANCIAL AID

Email: finaid@rcc.mass.edu

Satisfactory Academic Progress Appeal Form

Student Name _____
Student ID _____
Degree program _____

Semester for which you are appealing: Fall Spring Summer Year: _____

Intended semester of graduation: Fall Spring Summer Year: _____

Current Degree & Major: _____

Complete the appeal form below and submit it to the financial aid office

Required:

- Include a Copy of your Courses Needed for your degree (Required for Maximum Time Frame Appeal)
- Include Documentation of the situation that led to you failing to meet the minimum requirement
- Answer all questions to the best of your ability and expect a decision from our office within 14 days of submission

Reason(s) for Appeal: Please check all applicable:

- A. I HAVE FAILED TO MAINTAIN A **66.67%** CUMULATIVE COMPLETION RATIO
- B. I HAVE FAILED TO MAINTAIN THE MINIMUM CUMULATIVE **GPA**
- C. I HAVE ATTEMPTED MORE THAN THE MAXIMUM NUMBER OF CREDITS REQUIRED FOR MY DEGREE (**150% RULE**)

Student who fail to meet the minimum standards as outlined in the Financial Aid Satisfactory Academic Progress Policy due to extenuating circumstances are allowed to appeal their Financial Aid suspension.

Your appeal will be considered incomplete until all documentation has been received. The Office of Financial Aid will review and either ask for additional information or give you a final determination within two weeks of submission of all documentation.

Appeal

The SAP policy requires that students meet quantitative, qualitative and maximum timeframe standards. **All Financial Aid Academic Progress standards are cumulative**, the Financial Aid appeal is **NOT** about last semester alone, but about your entire career at RCC. To demonstrate your understanding of these standards please use information found on MyRCC to answer the following three questions.

Part of the appeal process will include developing an Academic Plan to reestablish your financial aid eligibility; the Academic Plan outline is the first step in this required development. Upon request students must be willing to meet with a Financial Aid Counselor to develop an academic plan for their financial aid eligibility to be reinstated.

Part I (please read!)

Question # 1: What is your Cumulative Completion Ratio at RCC?

Hint: your cumulative completion ratio is the number of classes you have attempted (including all classes transferred for credit towards your RCC degree) compared to the number of classes you have successfully completed.

This information can be found on MyRCC on your unofficial transcript, click Grades on the top tabs.

*Note: **DO NOT USE THE CREDITS AT THE BOTTOM OF EACH SEMESTER OR THE TOTALS**, these totals remove classes from the completion ratio, which must be counted for Financial Aid eligibility. Count each semester.*

Successfully completing includes:

- Any letter grade between a D- and an A as well as any P on a Pass/Fail course count as successfully completed, this also includes Repeat D- or above.
- W, WA's, F, FA, I, PS, Repeat F's are not counted towards successfully completing.
- Whether or not a student received aid for a class does not impact the inclusion in the calculation.

Remember

- W, WA, PS, F and I's cannot be included as successfully passed
- NA are ignored, as they mean you never attempted the class
- All Grades D- or above count as completed (even if they are not counted towards graduation.
- Repeat classes count, as if they were not repeated
- Classes must be counted whether you received aid or not for the particular class

What is your Total attempted Credit _____?

What is your Total successfully completed credit _____

Divide the # of successfully completed credits by the # of attempted credits

_____ divided by _____ = completion ratio

Answer # 1: My cumulative completion ratio is _____%

If this is less than **66.67%** you are failing to meet the minimum completion ratio requirement.

Attempted classes include: any class, P/F, or repeat class that appears on your unofficial transcript except for NA (these mean you did not attend at all and were not charged). In addition, any classes that you completed at another school and were accepted for transfer at RCC count both towards attempted credits, as well as successfully completed credits.

Question # 2: What is your Cumulative College GPA for all study here at RCC?

Hint: Your cumulative GPA can be found on MyRCC under the Grades tab

Answer # 2: My Cum GPA is _____ (below are the minimum cumulative GPA requirements, the total number of credits you have attempted, determines the requirement.)

<u>Number of credits attempted/earned</u>	<u>Minimum cumulative GPA required</u>
1-12	1.50
13 – 30	1.70
31 and above	2.00

Question # 3:

The third component of Financial Aid Satisfactory Academic Progress is Maximum Timeframe. Students are required to complete their degree within 150% of the published timeframe. This does not have to be counted in years but by the number of credits completed.

Example:

If your program is a 60 credit program, you must complete it within 90 credits to be within this standard.

What are the required credits to complete your current program? Multiply this by 1.5

Example, 32 credit program X 1.5 = 48 credits

of credits required for your program _____ X 1.5 = _____

If the number you have attempted is equal to or exceeds 150% of the required number then you are not meeting this standard. While you may be over the number of credits due to a change or changes in majors that does not allow us to adjust these totals. However please explain this in the following section as it may be used as a factor in granting your appeal.

Answer # 3: The number of credits I have attempted is _____ (If this is equal to or higher than 150% of the credits required for your program you are not meeting the 150% timeframe requirement).

Part II

You must write a letter of appeal explaining the extenuating circumstance that caused you to be on Satisfactory Academic Progress suspension. Please be thoughtful when writing this letter and supply the Financial Aid office with copies of any supporting documentation that supports your appeal. As well, please answer the following two questions listed below:

Part III

Students who are not meeting SAP requirements must engage with an assigned Success Advisor as part of the SAP appeal process. Following the consultation, students will receive a comprehensive Academic Plan outlining all remaining degree requirements and the expected graduation term. Success Advisors will sign the SAP form after meeting with the student. **Please attached a copy of your Success plan.**

Question # 1: Have you attended another college or university prior to RCC? _____ .

Please list the schools, the number of classes successfully completed and if you have submitted an official transcript to RCC to take advantage of any transfer credits that might reduce the number of classes you need to complete your degree at RCC?

College	# of classes successfully completed	Official Transcript submitted to RCC?
_____	_____	_____
_____	_____	_____

Question # 2: I would like to be exempted from developing an academic plan and/or providing documentation of the aforementioned Extenuating Circumstances because I:

will be graduating within the semester I am requesting the appeal to cover.

can bring all elements of the SAP policy up to the minimum standard within one semester.

Please explain how you intend to bring your status up within one semester.

By submitting this appeal you are agreeing to work with the Financial Aid Staff to develop a plan that will allow you to continue to receive financial aid funds to pursue your academic career while bringing your Satisfactory Academic Performance back into compliance. Failure to work with the office to develop a reasonable plan and/or failure to meet the terms of the agreed upon plan in the current or future semesters will be grounds for our office to cancel your Academic Plan and reinstate your Financial Aid Suspension.

Once you receive your determination and academic plan, it will require that you sign and return the plan before aid will be credited to your student account.

Student's signature: _____ Date: _____

Success Coach's signature: _____ Date: _____

Check your MyRCC for your Financial Aid Eligibility Determination (within two weeks of submission of complete appeal (including documentation))