RED ROCKS
COMMUNITY COLLEGE
FINANCIAL AID
Phone: 303-914-6256 Fax: 303-914-6805
Email: finaid@rrcc.edu
https://www.rrcc.edu/financial-aid

Financial Aid Satisfactory Academic Progress (SAP) Appeal Packet

Purpose: Students who do not meet 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 student illness/ hospitalization, 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 your eligibility for financial aid at Red Rocks Community College, and does not impact your ability to register for RRCC classes.)

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

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 may submit a new Appeal packet that will be reviewed by the SAP Review Committee. This committee's decision is final.

Keep in mind that federal financial aid amounts are based only on courses that are required for your declared program of study. If you are taking any courses that do not count towards your declared RRCC major, your federal financial aid amounts may be reduced. Taking classes outside your program can also negatively impact your Appeal.

Submitting an Appeal:
You may email, drop off, or mail your Appeal to the Financial Aid Office. The Financial Aid Office will notify you of the SAP Appeal decision through your RRCC-issued student email account within **ten to fourteen business days** after we receive your completed Appeal packet and all 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.

The following may be considered when reviewing your SAP Appeal:
1. Nature of the circumstances that interfered with your classes
2. Resolution of the circumstances that are mentioned in your Appeal
3. Prior academic history (credits earned vs. credits attempted, GPA, repeated courses, etc)
4. Meetings with your Pathway Advisor, along with their notes and recommendations
5. 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.

Deadlines to submit an Appeal and all supporting documentation:
- December 1 – to request financial aid for fall semester
- May 1 – to request financial aid for spring semester
- July 15 – to request financial aid for summer semester

Financial Aid Satisfactory Academic Progress (SAP) Appeal Packet

Name:_____   Telephone Number:_____

Student ID:_____   Are you graduating this semester?   Yes   No

Reason for Appeal:

(Please check ALL reasons that apply to your Ineligible for Aid status.)

While on Warning, I achieved an overall grade point average (GPA) below 2.0, and/or completed less than 67% of my attempted credit hours.

I have attempted more than 150% of the total number of credits needed to complete my declared degree or certificate.

During the last semester I attended RRCC, I did not complete any of the courses I was taking.

Required Documentation:

The below listed items should accompany this Appeal packet when submitting to the Financial Aid Office. Original documents are not required. We recommend you keep copies of your documentation for your own records.

Provide a typed statement addressing the circumstances that prevented you from meeting SAP standards, and discuss what steps you have taken to ensure that these issues will not prevent you from meeting the SAP standards in the future.

If you are appealing because 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, along with the circumstances that let to you exceeding the credit limit (changed program of study, developmental credits, earned multiple degrees, etc).

Attach supporting documentation of extenuating circumstances (if applicable). Some examples include the following:

- Death certificates, obituaries, funeral programs or court documents
- Divorce/separation court documentation
- Medical records that validate illness and length of recuperation
- 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

Please complete the following steps within the packet:

Complete the Degree Audit section on **page 4** of this form using the 'Degree Check' button on The Rock student portal dashboard. **IMPORTANT:** At the bottom of your Degree Audit, if you see any in-progress (IP) courses listed under Courses that Do Not Apply to this Program, those courses will not be included when determining your eligibility for federal financial aid. Contact your Pathway Advisor if you believe there is an error. The deadline to update your program of study is on the first census date of the term.

Obtain your current outstanding student loan balance from the National Student Loan Database (NSLDS): https://studentaid.gov and complete the Loan Indebtedness section on **page 3.**

Read and initial each part of the Academic Plan on **page 3**. 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. Completed courses follow the grade guidelines listed on the Student Academic Plan portion of this packet. I have read the RRCC SAP Policy available at 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:**_____

Once completed, this form can be submitted electronically (using your student-issued email), mailed, faxed, or dropped off in person at the Lakewood or Arvada campus.

Appvd for 2324

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Student Academic Plan

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/your Academic Plan, 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, W, I, U, F/D, F/F, I/F, SP, WX, WD, 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 courses that are 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.

Student Signature: _____   Date: _____

Student Loan Indebtedness

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 amount of student loans you have borrowed.
➢ 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. Check 1 box below:

Never Borrowed – If you checked this box, you can skip the rest of this section!

Prior Borrower – Obtain your current outstanding student loan balance from the National Student Loan Database System (NSLDS): https://studentaid.gov. Then, proceed to www.mappingyourfuture.org/paying/standardcalculator.cfm. 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 www.mappingyourfuture.org/paying/standardcalculator.cfm. 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.

Question	Type your Answer Below
Number of Monthly Payments:	
Simple Interest Rate:	6.8
Principal Amount of Loan	
Your Monthly Payment Will Be:	
Your Total Interest Cost Will Be:	
Minimum Annual Salary to Handle these Payments:	

Student Signature: _____   Date: _____

Visit this link for helpful campus and community resources to help you along your path:
https://www.rrcc.edu/student-success-services/student-resources

Financial Aid Course Agreement

Federal financial aid regulations require students to be enrolled in an eligible degree and/or certificate program (generally a program at least 16 credits in length), and **federal financial aid amounts are based only on the classes that are required for your declared RRCC degree.**

Any courses that do not count towards your declared RRCC program of study may not be included when determining the amount of federal financial aid you may receive.

Read and initial below to indicate that you understand each item before signing and submitting this form to Financial Aid:

_____ BEFORE CENSUS DATE: I understand I have the option to drop any courses that will not apply to my program **before the drop deadline**. NOTE – if you *withdraw* from a class *after the drop deadline*, you may be required to pay for the course, and it may negatively impact your SAP standing and your eligibility for aid in the future.

_____ I understand that **courses that are not required by my declared RRCC program of study will not be included when determining my federal financial aid eligibility, and I will pay any remaining tuition balance myself**.

_____ I understand that **most types of financial aid require that I am registered for at least 6 credits**, and if at least 6 of my current credits do not count toward my declared program of study I will not qualify to receive federal financial aid funding.

_____ If I believe the courses that I am taking are eligible for substitution within my program, I will meet with my Professor and/or Faculty Chair to complete the paperwork to request a course substitution (please attach supporting documentation from Faculty, if applicable).

If you are unsure about which courses are required by your RRCC degree or certificate, or the deadlines to change your schedule, please contact your Pathway Advisor. Changes to your declared program of study cannot be made after Census Date each semester.

If your Appeal is approved, you may contact Financial Aid to find out how much funding you may receive based on your class schedule.

Log into The Rock student portal from www.rrcc.edu, and click on the Degree Check button to answer the following questions:

Per Degree Check, my declared program is: _____.
I have completed _____% of my current program.
I still have a total of _____ credits to complete in order to earn my current degree/certificate.
My overall GPA is:_____.

Student Signature: _____ Date: _____

Once completed, this form can be submitted electronically (using your student-issued email), mailed, faxed, or dropped off in person at the Lakewood or Arvada campus.

Appvd for 2324