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Office of Financial Aid & Veterans Affairs

629 Industrial Park Avenue • Asheboro, NC 27205
336-633-0200 • www.randolph.edu

2022-2023 Satisfactory Academic Progress Appeal Request Unsatisfactory Status

Name: _____
Last First Middle Maiden

Current Mailing Address: _____
City State Zip

(Required) Social Security # or RCC Student ID: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell: (____) _____

It has been determined that you are not making satisfactory academic progress toward graduation. Grade point average and the percentage of credit hours completed define satisfactory academic progress. Federal and state regulations require students to comply with standards of academic progress as defined by the Office of Financial Aid. Students that fail to meet the minimum standards lose their eligibility to receive federal and state aid.

Federal regulations also allow the Office of Financial Aid to extend eligibility to students that fail to meet minimum standards if they can document that there were mitigating circumstances beyond their control that caused them to perform below standards. *Working, taking care of children, did not study, was not prepared for college, etc. are not examples of mitigating circumstances.*

Students on financial aid suspension should not depend on financial aid to pay for costs of registration and should be prepared to pay from their own resources pending the outcome of their financial aid appeal.

Appeals submitted without proper documentation will be DENIED. Incomplete forms will NOT be reviewed.

Steps for Submitting Your Appeal

1. Choose the semester that you are submitting the appeal for.
2. Choose a reason for your appeal.
3. Read and follow the instructions.
4. Attach copies of supporting documentation, statements, or letters to support your appeal.
5. Submit your appeal as soon as possible.

Please indicate the semester you are appealing to have your financial aid reinstated:

Fall 2022

Spring 2023

Summer 2023

Please indicate the reason you are appealing to have your financial aid reinstated:

- Death of an immediate family member.** (Immediate family member is a grandparent, parent, child, spouse, brother, or sister.) Other relatives such as uncles, aunts and cousins are not immediate family members.

Explain the circumstances as to how their death affected your academic performance. Was this an unexpected death? Did their death occur during the semester you became deficient? What role did you play in their care? Were you the primary caregiver for this person and what was the reason you chose to be the caregiver? Include in your statement the deceased's name and their relationship to you. **Required Document Examples: Provide a photocopy of the death certificate, obituary notice, or letter from the funeral home.**

- Illness or injury.** You, your spouse, or your dependent children, were injured or ill for an extended period of time. Explain at what time the injury or illness occurred in relationship to your enrollment.

Who was ill or injured? How long was this person ill or injured? What were the restrictions, if any? Why was this person (if this person was not you) unable to care for his/her self while you attended classes? Provide names of the people who were ill or injured and their relationship to you.

Required Document Examples: Provide medical records, bills, or doctor's statement.

- Extenuating circumstances.** You experienced an unusual situation over which you had no control. This unusual situation is not one of the categories above. Automobile accident, automobile breakdown, marital conflicts are some examples of extenuating circumstances.

Explain the unusual situation and how it affected your studies. Include in your statement what actions you took to successfully complete the classes (i.e., Did you seek tutoring? Why did you drop or fail the class?) When did you decide that you would drop the class or that you would fail the class?

Required Document Examples: Provide documentation from a psychiatrist, doctor, psychologist, or court official etc...

Please answer the following questions regarding academic history and future plans:

Have you previously submitted an appeal? _____ If so, please give a brief statement in regard to your current appeal.

Describe the actions you have taken to meet your responsibilities as a student during the time you experienced your mitigating circumstances.

Describe what changes will now enable you to meet the academic progress requirements in your next term of enrollment.

Certification and Signature

I understand that decisions on appeals are processed on a case-by-case basis. Furthermore, I have read RCC's Financial Aid Satisfactory Academic Progress Policy.

I certify that the information I have provided is true and accurate. According to the U.S. Department of Education, if you purposely give false or misleading information on form, you may be subject to a fine of up to \$20,000 or imprisonment for up to 5 years, or both.

Signature of Student: _____ Date: _____

Please mail this form to: **Office of Financial Aid and Veterans Affairs, Randolph Community College, 629 Industrial Park Avenue, Asheboro, NC 27205.**

FOR FINANCIAL AID OFFICE USE ONLY

Name of Program: _____ Catalog Year: _____ Total Attempted Hours: _____
Total Earned Hours: _____ Completion Rate: _____ GPA: _____ # of Previous Appeals Approved: _____

FINANCIAL AID APPEALS COMMITTEE COMMENTS:

Committee Member:

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED Comments: _____ _____ _____ _____
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Committee Member:

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED Comments: _____ _____ _____ _____
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Committee Member:

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED Comments: _____ _____ _____ _____
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