Rust College
Office of Financial Aid
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SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

PURPOSE

In order to comply with federal regulations, the Rust College Office of Financial Aid is required to monitor whether students are maintaining Satisfactory Academic Progress (SAP) toward the completion of their educational degree plan. This pertains to any student whether or not they have ever applied for or received federal financial aid for previous college enrollment. If your current SAP status is **Ineligible ,** you have not met the Rust College Satisfactory Academic Progress Policy standards, and you are not eligible to receive federal financial aid. You may submit this **completed** appeal form for consideration of reinstatement of financial aid based on certain circumstances. You will be notified by the Office of Financial Aid via **your Rust College email account within two weeks after submission**. The appeal decision will be based on the strength of your appeal statement, documents received, and your academic record. Appeals received after the published deadline or submitted with incomplete documentation will not be reviewed. **If your appeal is denied, the decision is Final;** as such, you will need to make approved satisfactory payment arrangements with the Rust College Cash Management (Business) Office. **If your appeal is approved, your financial aid will be reinstated, and you will be placed on an academic plan.** At the end of the probationary period, you must be making Satisfactory Academic Process to remain eligible for financial aid.

*****Filing an appeal does not guarantee financial aid reinstatement and you are responsible for any charges during period(s) of ineligibility*****

ALL APPEALS MUST BE SUBMITTED BY THE DEADLINE. INCOMPLETE FORMS WILL NOT BE REVIEWED AND WILL AUTOMATICALLY BE DENIED UNLESS PROPER DOCUMENTATION IS SUBMITTED BY THE DEADLINE. APPEALS RECEIVED AFTER THE DEADLINE DATE WILL BE CONSIDERED FOR THE NEXT SEMESTER.

A. STUDENT INFORMATION

Date	Student Name	**RC** Student ID

Contact Number (Include Area Code)	**RC** Email Address

B. FINANCIAL AID APPEAL FOR EXTENUATING CIRCUMSTANCES-

Students who have not met all SAP policy standards and experienced extenuating circumstances (e.g., illness, death of an immediate family member, medical/emotional disability) which affected their ability to meet the standards may submit an appeal to the Rust College Office of Financial Aid. **Appeals should fall, but are not limited to categories listed and must be supported with documentation.**

I did not meet Rust College's minimum grade point average definition. My current GPA is: ☐	Indicate the semester for which the appeal is to be considered: ☐
I did not meet Rust College's definition of Pace or successful completion of coursework attempted. My Pace % is: ☐	Have you had a previous appeal? (If Yes, what semester/yr.) ☐ NO ☐ YES
I have exceeded the maximum credit hour limit (150% of credit in your program). My total number of hours attempted is: ☐	

Read before submitting the SAP Appeal Form and ensure you have done the following:

1. **Completed all of Sections A & B (if you have not been enrolled at Rust College this academic year, provide an alternate email address).**
2. **Submitted any relevant documentation that will support the basis of your appeal.**
3. **Completed all of Section C including your advisor's signature on the anticipated Academic Plan Course Outline.**
4. **Explained in detail what has changed about your situation *AND* what steps you will take to improve your academic performance.**
5. **Signed the form.**

Note: All statements must be typed. Additional information may be requested as needed in order to further process your appeal. Failure to comply with this section may cause your appeal to be denied.

Choose ONE of the following options that best describe your basis for an appeal, attach the required documentation, and complete Parts C, & D before submitting. Lack of knowledge of the financial aid SAP standards is NOT acceptable grounds for an appeal.

	EXTENUATING CIRCUMSTANCES	REQUIRED DOCUMENTATION (Please attach)

☐	**Personal Injury/ Illness/ Physical Disability/ Victim of a Crime**	• Student statement detailing circumstances impairing performance, what has changed about the situation, AND what steps you will take to improve your academic performance.
		• **If the victim of a crime**: A copy of the police reports of the incident in which the student was the victim.
		• **If injury, illness, or physical disability**: A statement from the healthcare provider detailing the medical condition that impaired academic performance. The statement should specifically address the following:
		  ○ Students' limiting medical condition and timeframe for which conditions existed.
		  ○ How the condition may have impaired academic performance.
		  ○ The student has rehabilitated to such an extent that the medical condition should not significantly impair future academic performance.

☐	**Death/ Illness of immediate family member** ***NOTE*-** *"Immediate Family" refers to the following persons only: mother/ step-mother, father/ stepfather, brother, sister, step-brother/ sister, in-laws including (father, mother, brother, sister, son or daughter), grandparents, spouse, child, step-child.*	• Student statement detailing circumstances impairing performance, what has changed about the situation, AND what steps you will take to improve your academic performance. • **If illness of immediate family member:** Statement from the attending doctor detailing medical conditions incurred by the family member. Statement should specifically address medical condition and timeframe for which the condition existed. • **If deceased:** Copy of obituary or funeral announcement or other evidence of death.
☐	**Separation/ Divorce**	• Student statement detailing circumstances impairing performance, what has changed about the situation AND what steps you will take to improve your academic performance. • Copy of separation agreement or divorce decree
☐	**Other**	• Student statement detailing circumstances impairing performance, what has changed about the situation AND what steps you will take to improve your academic performance. • Relevant documentation to support the student's statement.

Please Note: All documentation should include the student's name and relate to the specific period of time during which the student's academic performance failed to meet Rust College's minimum standards for Satisfactory Academic Progress. **All 3rd party documents must be on letterhead or an official form (i.e. medical statements) and include an official signature**.

You indicated in **Section B** that you experienced an extenuating circumstance that interfered with your ability to meet the required satisfactory academic progress standards. Attach detailed **typed** statements as follows:

1. Statement detailing circumstances that prevented you from making Satisfactory Academic Progress ***AND***
2. Explain in detail what has changed about the situation ***AND*** what steps you will take to improve your academic performance.

Be as detailed as possible and explain how your documentation supports your circumstances. Appeals without needed documentation may be denied.

C. Academic Plan Course Outline- *(this section must be completed and signed by your Academic Advisor)*

Construct a term-by-term plan toward completion of your program of study at Rust College (attach additional pages if necessary). Include classes to be taken each term, each course number, and number of credits per course, for courses remaining in your program of study. List first the term in which you intend to begin this academic plan. Failure to adhere to the terms of this Academic Plan may result in the student becoming SAP ineligible. All students must follow all requirements of the approved Academic Plan and earn at least a 2.00 semester GPA each semester until SAP standards are met.

_____ Semester

Course ID	Course Name	# of Credits

_____ Semester

Course ID	Course Name	# of Credits

_____ Semester

Course ID	Course Name	# of Credits

_____ Semester

Course ID	Course Name	# of Credits

Academic Program:	Remaining # of credit hours needed for the Program	Est. Graduation Date

Faculty/Academic Advisor Signature	Ext.	Dept.	Date

D. Student Certification

I certify the information on this Satisfactory Academic Progress Appeal Form, my written statement, and any supporting documentation are accurate, true, and complete to the best of my knowledge. I will provide other information as requested by Rust College Office of Financial Aid. I realize that a final decision may not be made on my Satisfactory Academic Progress Appeal unless all steps above are complete and until I submit any additional information if requested by Rust College Office of Financial Aid. While on Academic Plan, I must follow all requirements of my approved Academic Plan and **earn at least a 2.00 semester GPA each semester** until I meet SAP standards. I understand any false information may be cause for the denial, reduction, and/or repayment of student financial assistance and may subject me to a fine, imprisonment, or both under provisions of the U.S. Criminal Code.

Student Signature & Date

For many forms requested by the Financial Aid Office, you will need to provide a "wet" signatures. Names typed in script fonts are not acceptable

▪▪▪▪▪FOR OFFICE USE ONLY▪▪▪▪▪

Current GPA	Required GPA	Total Hrs. Attempted	Pace %

Reviewed By:	Comments

Committee Action:

- Appeal Not Required ☐
- Probation with an Academic Plan ☐
- Application is incomplete ☐
- Denied ☐