ROCKY MOUNTAIN COLLEGE

Financial Aid Satisfactory Academic Progress Appeal Form

Please read RMC's Satisfactory Academic Progress (SAP) policy online at https://www.rocky.edu/admissions-aid/financial-aid/satisfactory-academic-progress. If you have experienced extenuating circumstances that prevented you from meeting these requirements, you may appeal using this form.

_____ _____

Student's Last Name First Name Middle Initial Last 4 Digits of Student's SSN

_____ _____

Student's Email Student's Phone Number

Type of Appeal: _____GPA/Completion Ratio _____Maximum Time Frame _____Both

Appeal Requirements:

1. Complete and submit this form
2. Attach a typewritten, signed, detailed explanation of how extenuating circumstances beyond your control prevented you from meeting the SAP requirements. In addition, you must explain what has changed or been resolved that will allow you to maintain SAP going forward and what actions you are taking to ensure future success. Extenuating circumstances include, but are not limited to:
    - Recent serious illness (physical or mental) or injury to student or immediate family member
    - Death of a family member or friend (include the name of the deceased and their relationship to you)
    - Significant family stress or personal trauma in your life that impacted your emotional and/or physical health
    - Maximum time frame appeals:
        - Explain why you have attempted more than 150% of the required number of credits for your current degree program without graduating.
        - If you are pursuing an additional degree, explain why you need to do so
3. Attach date-specific supporting documentation from a disinterested third party. Documentation includes, but is not limited to:
    - Letter from a physician or counselor on their letterhead indicating the dates you were under their care. Letters from family, relatives and friends are not recommended.
    - Copy of a death certificate, obituary, or third party documentation of death
    - Accident reports, police reports, court records, etc.
    - Maximum time frame appeals:
        - Attach documentation to support your explanation of attempting more than 150% of the required credit hours for your degree program and coursework still required for completion.

DO NOT submit original records – they will not be returned. Make sure all copies are legible.

Time Frame: Appeals are reviewed by the SAP Committee within 15 working days of receipt of all required documentation in the Financial Aid Office. SAP Committee results will be emailed to your RMC student email. Appeals submitted without documentation will be pending until the required documentation is received.

If the appeal is denied: An additional appeal may be submitted if additional information becomes available. The decision of the Financial Aid Director is final.

Deadlines: October 1st for Fall Semester – March 1st for Spring Semester

Certification: By signing below, I acknowledge that I have read and understand the information on this form. I have read and understand the SAP policy online at https://www.rocky.edu/admissions-aid/financial-aid/satisfactory-academic-progress. I understand submitting this form does not guarantee that my request will be granted.

_____ _____

Student's Signature Date

Submit this form and required documentation to the RMC Financial Aid Office, 1511 Poly Drive, Billings, MT 59102 – Fax: 406.657.1189