

**RICH MOUNTAIN COMMUNITY COLLEGE
FINANCIAL AID OFFICE**

SATISFACTORY PROGRESS APPEAL

To comply with federal regulations, Rich Mountain Community College is required to monitor whether a student is maintaining satisfactory progress in his or her course of study. Students who have been denied financial aid because they have not met the requirements of the Satisfactory Academic Progress Policy are given the opportunity to appeal for an exemption from the policy. In order to apply for an exemption, a student must document extenuating circumstances that existed and prevented him/her from meeting the requirements.

The student can submit an appeal if he/she has failed to meet Satisfactory Academic Progress requirements. By submitting this appeal, the student is requesting that his/her extenuating or unusual circumstances be considered in order to have financial aid reinstated.

The following steps will be followed in deciding the student's appeal:

The appeal will be forwarded to the VP for Student Affairs to be evaluated. After the appeal has been reviewed, the student will be advised in writing the results of the appeal. If the appeal is approved, the financial aid office will reinstate the student's aid for the semester requested. If denied by the VP for Student Affairs, the student may request a personal interview with the Student Appeals Committee.

The decision of the Student Appeals Committee is final. The committee has the authority to approve or deny the appeal. This decision will be final.

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1. Appeals must be made in writing within 30 days of notification.
 2. Appeal letters must include the student's SSN and current mailing address.
 3. Student must explain the circumstances that caused him/her not to meet the academic progress policy.
 4. Student must provide supporting documentation if claiming extenuating circumstances (medical, confirmation of death in immediate family, etc.)

Important: If the submitted appeal is not complete, it will not be reviewed by the VP for Student Affairs and/or the Student Appeals Committee.

Name _____ SS# _____

Address _____

City _____ State/Zip _____ Telephone # _____

Appeal is for (mark one): Fall Semester _____ Spring Semester _____

What is your current degree or certificate objective? _____

What is your anticipated graduation date? _____

