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OFFICE OF FINANCIAL AID
Satisfactory Academic Progress (SAP)
Appeal Request Form

Date: _____ **RHC ID#**_____ **RHC email address:** _____

Name:_____**Academic Goal:** _____

Address:_____**Major/Program of Study** _____

Deadline to appeal for Fall 2018 is 11/21/2018; Deadline to appeal for Spring 2019 is 04/19/2019. If you do not submit the appeal by the above stated term date deadline your **financial aid eligibility will not be reviewed.**

REASON FOR SUSPENSION – Check one (or both if applicable):

☐ GPA Standard: Did not maintain a minimum cumulative 2.0 Grade Point Average (GPA)
☐ Unit Completion Standard: Did not complete at least 67% of all units attempted
☐ Maximum Timeframe Standard: Exceeded allowable attempted units: total of 90 units or 150% of their program.

If you already registered for classes, you must make arrangements to pay for your charges and to purchase your books. If no extenuating circumstances are present it is recommended you successfully complete 2 academic semesters to meet SAP before submitting an appeal.

Please follow the instructions below for either an extenuating circumstances appeal or maximum timeframe appeal
Failure to include these items may result in an automatic denial.

Extenuating Circumstances Appeal Instructions

☐ **Complete and sign this form**

☐ **Extenuating circumstances statement:** Attach a detailed typed, personal statement which describes the extenuating circumstance. You must address **all** terms that prevented you from meeting SAP standards. Include what actions you took to make an effort to meet your responsibilities during the time of your mitigating circumstances and explain **what has changed** that will allow you to make SAP progress at the next evaluation.

☐ **Proof**: If you are requesting an appeal due to extenuating circumstances, your appeal will only be accepted for the following reasons and you must have appropriate documentation attached. You must attach all supporting documentation such as death certificates, medical records and other supporting documentation that relates to the mitigating circumstances. Examples of extenuating circumstances include:

1. Death of an immediate family member
2. Major illness/hospitalization (self, child, spouse, or parent)
3. Mitigating circumstances beyond the student's control that affected the student's academic progress.

☐ **A Current Student Educational Plan:** Make an appointment and meet with a Counselor and receive a full Student Education Plan (SEP). SEP is required and it must be attached to the appeal. The SEP must state the student's Educational goal and it must state all coursework needed to graduate from Rio Hondo College; which must lead to an Associate's degree. Certificate or transfer program. The student's educational goal and course of study must also be declared with Admissions and Records Office.

☐ **Unofficial transcripts:** You must attach unofficial transcripts with your appeal. You can obtain your transcripts from the Admissions and Records Department.

Maximum Timeframe Appeal Instructions

☐ **Complete and sign this form**

☐ **Maximum timeframe extension statement:** attach a detailed typed statement which explains why you have attempted so many units without meeting graduation requirements. Address what affected your ability to complete your program on time, and your current plan for completing your required courses, date of graduation or transfer.

☐ **A Current Student Educational Plan:** Make an appointment and meet with a Counselor and receive a full Student Education Plan (SEP). SEP is required and it must be attached to the appeal. The SEP must state the student's Educational goal and it must state all coursework needed to graduate from Rio Hondo College; which must lead to an Associate's degree. Certificate or transfer program. The student's educational goal and course of study must also be declared with Admissions and Records Office.

☐ **Unofficial transcripts:** You must attach unofficial transcripts with your appeal. You can obtain your transcripts from the Admissions and Records Department.

Submitting an appeal does not guarantee it will be approved. Each case is reviewed and a decision determined on its individual merits. You will receive a written response via email to your RioMail in approximately 15 business days from the date you submitted your completed appeal. The Rio Hondo College Office of Financial Aid Standards of Satisfactory Progress Policy can be found online at www.riohondo.edu/students/financialaid

CERTIFICATION STATEMENT: I certify that all information provided with this request is true and correct to the best of my knowledge. I understand the SAP committee's decision is final. I also understand there is not second appeal if this appeal is denied. The appeal process requires extensive review. I understand that decisions on appeals are processed on a case-by-case basis. If approved, I will be expected to make academic progress in all future semesters and agree to the terms of my probation contract to correct my deficiencies and meet the RHC Office of Financial Aid SAP standards. I have read the RHC SAP Policy available at the following website: www.riohondo.edu/students/financialaid. I understand the completion of this application does not constitute an approval of my appeal. I will be notified of the final decision via my RioMail email.

_____ _____

Student Signature **Date**

-FOR OFFICE USE ONLY-

☐ Ed Plan

☐ Unofficial Transcripts

☐ 60 Attempted units maximum timeframe addressed