



# UNIVERSITY OF ARKANSAS RICH MOUNTAIN

OFFICE OF FINANCIAL AID

## SATISFACTORY PROGRESS APPEAL

**Important: If the submitted appeal is not complete, it will not be reviewed by the Financial Aid Office and/or the Student Appeals Committee.**

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:
  - Transcript provided (must submit all college transcripts)
  - Medical documentation provided
  - Confirmation of death in immediate family provided
  - Other documentation provided: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell # \_\_\_\_\_

Appeal is for semester (mark one): Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

What is your current degree or certificate objective? \_\_\_\_\_

What is your anticipated graduation date? \_\_\_\_\_

To comply with federal regulations, UA Rich Mountain 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 Financial Aid Office will present student appeals to the Satisfactory Academic Progress Appeals Committee once a month, as needed. The SAP Appeals Committee will approve or deny the student appeals, and the FAO will notify the student of the decision. If the SAP Appeal Committee denies the appeal, the student may request an interview with the Vice Chancellor of Student Affairs to review. A recommendation will be made to the Chancellor of the College, and the response of the Chancellor will then be forwarded to the Financial Aid Office. The College will notify the student of the decision.

**I understand that if I do not provide the required documentation for this appeal my request will be denied.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

