



# ACADEMIC PROGRESS APPEAL

## Appeal Instructions

You have been placed on Academic and/or Financial Aid Suspension from Rochester Community and Technical College because you have failed to meet the criteria of RCTC's Satisfactory Academic Progress policies. For a complete copy of the Academic and Financial Aid Satisfactory Academic Progress Policy statements, visit [www.rctc.edu/policies](http://www.rctc.edu/policies).

Students who are suspended have the right to appeal based on unusual or extenuating circumstances. This document explains how to appeal your suspension and provides the necessary appeal form that must be submitted for consideration. Please remember that your appeal will be evaluated solely on the basis of information you provide with this appeal request.

**STEP 1: Complete the following Appeal and Action Plan document and attach a personal statement/written appeal.** In your personal statement, address the following items:

- 1) What were the factors that contributed to your academic performance, which led to your ineligibility?
- 2) Where are you in terms of completing your current program of study (number of credits remaining, etc.)?
- 3) What have you done or will you do to improve your academic standing and/or progress toward graduation in your program?

Some examples include:

- Attempt a maximum of \_\_\_ credits per term (full-time/half-time attendance)
- Receive tutoring support in the learning center
- Attend drop-in tutoring through Academic Support Center
- Revise plan for daycare
- Plan for study time, computer work, etc.
- Limit working hours to \_\_\_ hours per week
- Regular class attendance
- Career exploration activities
- Register with Services for Students with Disabilities
- Changes in living situation (roommates, location, stable housing, etc.)
- Reliable transportation
- Weekly contact with instructor(s)
- See Counseling for personal concerns
- Meet with my Counselor/Advisor for academic planning, schedule changes, withdrawals and/or other assistance

**STEP 2: Attach supporting documentation from professionals you have worked with during your enrollment (if applicable).**

- 1) Medical Appeals – statement from your doctor indicating medical problem and statement that the problem has been resolved and will not affect future school work.
- 2) Family Problems – statement from doctor, therapist, clergy person, or counselor that problem has been resolved and will not affect future schoolwork.
- 3) Death of Immediate Family Member – copy of death certificate, memorial card, or obituary.
- 4) Maximum Timeframe appeals – Prior college transcripts should be sent to the Admissions and Records Office for evaluation of possible transfer credits.

**STEP 3: Attach your Degree Audit Report (DARS).**

**All students** are required to print a DARS report and verify their declared major/program of study. You will be asked to list the courses you plan to take on the attached appeal form.

Appeal packets should be submitted to the RCTC Counseling Center, along with appropriate documentation as described above.

**PETITIONS SUBMITTED WITHOUT PROPER DOCUMENTATION WILL NOT BE CONSIDERED**