ACADEMIC AND FINANCIAL AID APPEAL INFORMATION

RCTC students who do not have a cumulative GPA of 2.0 or a cumulative completion rate of 66.67% are **not** considered to be meeting minimum academic requirements according to the RCTC Financial Aid Satisfactory Academic Progress Policy (https://www.rctc.edu/policies/student/financial-aid-sap/). You may appeal your satisfactory academic progress (SAP) status if *extenuating circumstances* interfered with your ability to meet RCTC's SAP standards. Specific appeal deadlines apply. See additional information below.

STUDENTS ON ACADEMIC SUSPENSION

An academic suspension is valid for one year, during which time you may not enroll at RCTC or any other Minnesota State College or University. After being suspended from RCTC, you have two choices:

1. **Appeal your suspension if you have a documentable extenuating circumstance or recent academic success.** Refer to the Appeal Form for instructions.
2. If there are no extenuating circumstances, you will be required to sit out for one year.

STUDENTS ON FINANCIAL AID SUSPENSION

A financial aid suspension remains valid until you have raised your cumulative GPA and/or completion rate to the standards required by RCTC. After being suspended from Financial Aid, you have two choices:

1. **Appeal your suspension if you have a documentable extenuating circumstance or recent academic success.** Refer to the Appeal Form for instructions.
2. If there are no extenuating circumstances, it is recommended that you **pay for one term (6 credits minimum), resulting in a 2.5 GPA and 100% completion rate (no grades of F, FN, FW, W, I or NC) for the term.** *If you are also on Academic Suspension, see above.*

STUDENTS ON MAXIMUM TIMEFRAME SUSPENSION

All students are expected to complete their degree objective within 150% of the published *credit* length of the major. Credits attempted at RCTC and credits accepted from other institutions are counted for determining this standard. For example, students in a program 60 credits in length would be allowed to attempt up to 90 credits. However, they must complete the program by the time they reach the 90 credit limit. Students who have been suspended for exceeding the 150% threshold for their major may appeal their standing.

EXTENUATING CIRCUMSTANCES AND REQUIRED DOCUMENTATION

The following criteria can be used as the basis for an appeal:

- **Personal physical health or mental health concern:** Attach a signed statement on letterhead from your provider with dates of onset and current status.
- **A death in immediate family:** Parent, spouse, sibling, child or other immediate family. Attach death certificate or obituary, with notation of your relationship to the deceased.
- **Military call for active duty:** Attach copy of official, dated military orders.
- **Family/Relationship crisis:** Attach court or legal documentation as well as resolution/current status.
- **Disability issue not previously diagnosed/documented:** Documentation must be submitted to Disability Support Services (SS159)
- **Natural Disaster**: Flood, fire or tornado. Attach insurance report or other documentation.
- **Job loss:** Attach unemployment verification or termination notice from employer.
- **Recent academic success at RCTC or another college (6 credits with a 2.5 term GPA and 100% term completion rate):** Attach official transcript.
- **Change of major/academic goal (Maximum Timeframe only):** Complete academic planning form, Appeal form, page 2.
- **Significant lapse in attendance. (At least 5 years)**
- **Other extenuating or unusual circumstances:** Attach appropriate documentation.

*Note: The following criteria are **NOT** considered extenuating:*

- employment scheduling or transportation issues
- lack of funds
- dissatisfaction with instructor or course delivery method (i.e. online/hybrid/traditional)
- lack of textbooks or appropriate class materials
- lack of knowledge of college policy
- claiming college did not inform student of suspension policies and procedures
- inability or failure to access student email account
- failure to correctly process course drop, add or withdrawal
- failure to read and follow appeal conditions
- failure to attend classes
- failure to follow prerequisites or placement results
- Unaware of the impact of a fresh start

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RCTC SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Student Name:	ID:
Email: @my.rctc.edu	Phone Number:
Extenuating Circumstances Include: o Personal physical or mental health issue o A death in immediate family o Military call for active duty o Family/Relationship Crisis o Disability issue not previously diagnosed/documented o Natural Disaster o Job loss o Recent Academic Success o Change of major/academic goal (Max Timeframe Only) o Significant lapse in attendance of at least 5 years o Other extenuating or unusual circumstances.	Extenuating Circumstances DO NOT include: o Employment scheduling or transportation issues o Lack of funds o Dissatisfaction with instructor and/or course o Lack of textbooks or appropriate class materials o Lack of knowledge of college policy o Claiming college did not inform student of suspension policies and procedures o Inability or failure to access student email account o Failure to correctly process course drop, add, or withdrawal o Failure to read and follow appeal instructions o Failure to attend classes o Failure to follow prerequisites or placement results o Unaware of the impact of fresh start

Please indicate the term you are appealing the suspension(s) for: _____ Fall _____ Spring _____ Summer

☐ Academic Suspension ☐ Financial Aid Suspension ☐ Maximum Time Frame

Appeal Checklist:

☐ Personal Statement and documentation: Attach a typed, signed personal statement addressing the following items:

- State your declared major and degree objective at Rochester Community and Technical College
- Explain the extenuating circumstance(s) that negatively affected your success at RCTC. What events and/or your personal situation that caused your suspension(s)? What personal responsibility do you have, which resulted in suspension? *Attach supporting documentation. The documentation must address the extenuating circumstance you mention along with the dates it affected you, resolution or current status, and a plan for moving forward to ensure you will be successful.*
- What planned actions will you be taking or what resources will you be using to be successful in future semesters?

Statement and Certification:

By signing below, I certify my understanding of, and agreement to, the following items:

1) A preliminary response from the Appeals Committee will be sent to my RCTC email account, approximately 7 days following submission.
2) If my appeal is approved, I will be reinstated on probation and agree to follow all conditions attached to the appeal approval/reinstatement. I understand that failure to do so will be a violation of my appeal and I will be re-suspended.
3) If I choose not to attend classes through RCTC or if my appeal is denied, I understand I am responsible for dropping my own classes by the drop deadline or I will be responsible to pay for all charges, including textbook charges, from my own funding.
4) Deadlines apply as noted below:

Appeal Deadline Dates:	Summer Session 2022	Fall Semester 2022	Spring Semester 2023	Summer Session 2023
ACADEMIC APPEALS	Before start of requested classes	7/15/22 (If suspended after Summer: 08/19/22)	12/9/22 (If suspended after Fall: 01/06/2023)	Before start of requested classes
FINANCIAL AID APPEALS	06/24/2022	09/19/2022	02/06/2023	06/26/2023

Signature: _____ Date: _____

Submit this form and required documentation (as indicated above) to the Welcome and One Stop Center. Email: onestop@rctc.edu Fax: (507) 280-5014

Student Name:		Stinger ID:	
Major:	Anticipated graduation from RCTC:	☐ Fall	☐ Spring ☐ Summer 20___

REGISTRATION PLAN FOR NEXT TERM (REQUIRED FOR ALL STUDENTS)

(Completed by STUDENT)

List the courses you are registered for, or would like approval to register for, during the next term.

☐ Fall ☐ Spring ☐ Summer 20___	
Subject & course number (e.g., Math 1000)	# of credits
Total credits	

ACADEMIC PLANNING FORM (MAXIMUM TIMEFRAME APPEALS ONLY)

(Completed by STUDENT)

Using your Degree Audit, list the courses you are required to take to complete your degree. Specify the term and year in which you will complete these courses. Make sure to include required prerequisite courses and plan appropriately for courses that must be taken in a specific sequence. If you need assistance, please contact your Advisor/Counselor.

NOTE: Financial Aid will ONLY pay for the course(s) REQUIRED to complete your degree.

☐ Fall ☐ Spring ☐ Summer 20___		☐ Fall ☐ Spring ☐ Summer 20___	
Subject & course number (e.g., Math 1000)	# of credits	Subject & course number (e.g., Math 1000)	# of credits
Total credits		Total credits	
☐ Fall ☐ Spring ☐ Summer 20___		☐ Fall ☐ Spring ☐ Summer 20___	
Subject & course number (e.g., Math 1000)	# of credits	Subject & course number (e.g., Math 1000)	# of credits
Total credits		Total credits	

If you need additional space, please attach a separate page.

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