Riverland
COMMUNITY COLLEGE
A Technical & Community College

SATISFACTORY PROGRESS APPEAL LETTER

NAME_____ Student (Tech) ID#_____

ADDRESS_____City/State/Zip_____

PHONE_____ PROGRAM_____

NOTICE: PLEASE READ CAREFULLY

The Appeals Committee, consisting of: Dean of Academic Affairs, Academic Administrative Assistant, Financial Aid Director, Assistant Registrar, and a Counselor will evaluate your appeal solely on the basis of the ***written information on the back of this appeal request***; plus any attachments. It is ***extremely important that your appeal fully describe the extenuating circumstances that prevented you from making satisfactory progress*** as defined by the college. Specifically address why you failed to maintain a 67% credit completion rate and/or a 2.00 grade point average.

To ensure prompt process of your appeal, please follow the checklist below:

- Complete your written appeal on the reverse side of this form.
  1. What were the factors that contributed to your academic performance which led to your ineligibility?
  2. What are you doing to change these factors?
- Attach any supporting documentation from professionals that have worked with you during your period of enrollment (i.e. faculty, doctor, counselor, clergy, social worker, etc.).
- Attach any supporting documentation for your plan of action to improve your academic progress.
- **PSEO students must include a letter of support from a Riverland Counselor.**

Within 10 days of receipt, you will be informed of the response to your appeal. If your appeal is denied, you may request the opportunity to appear before the Appeals Committee.

RETURN TO: **Student Services Office**
Austin East Building
Riverland Community College
1900 Eighth Avenue NW
Austin, MN 55912

STUDENT SIGNATURE_____ Date_____

OFFICE USE ONLY _____Date Received

_____Appeal Accepted _____Appeal Accepted/No Aid _____Appeal Denied

_____ _____
Academic Affairs Signature Date

Riverland is asking you to provide information that includes private and /or confidential information under the state and federal law. Riverland is asking for this information in order to process this form.

You are not legally required to provide the information we are requesting; however, the college may not be able to effectively process this form without it.

Personal Factors Related to my Appeal **(Provide supporting documentation, if any):**

Economic Factors Related to my Appeal:

Medical Reason Related to my Appeal **(Provide medical documentation):**

Other Reasons for my Appeal: