



**SECTION 3: Explanation (to be completed by the student)**

Both questions must be answered and appropriate documentation must be submitted.

1. Describe extenuating circumstances of why you did not meet Satisfactory Academic Progress Standards.  
(Attach extra sheet if necessary.)


2. Explanation of what has changed or is changing to allow you to meet Satisfactory Academic Progress Standards and complete your degree program. (Attach extra sheet if necessary.)


“I certify that all information reported on this form is true and complete to the best of my knowledge. I understand that appeal are reviewed on a case-by-case basis and additional information may be required. Also, I understand that appeals and documentation is only valid for the academic year in which they are received.”

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

\_\_\_\_\_  
Date

**Office Use Only**

Cumulative GPA \_\_\_\_\_

Cumulative Completion Rate \_\_\_\_\_

Approved: \_\_\_ Yes \_\_\_ No \_\_\_ Tabled

Effective Term: \_\_\_\_\_

Comment(s): \_\_\_\_\_

Financial Aid Committee Representative Signature \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid Office Banner Forms Update: \_\_\_ ROASTAT \_\_\_ RHACOMM \_\_\_ RRAAREQ

Notification Sent to Student:  Call  Letter  E-mail Date of Notification to the student: \_\_\_\_\_