PROCEDURES FOR REASONABLE ACADEMIC PROGRESS (RAP) APPEALS

A student determined ineligible to receive financial aid for failure to meet the University of Kentucky standards of satisfactory academic progress the right to appeal these standards one time during his/her academic career/degree: exceptions to these progress requirements may be made in individual cases, if the student can demonstrate that
- failure to meet the minimum standard was caused by extreme or unusual circumstances beyond his/her control,
- which have been resolved, and
- which will not affect his/her performance in the future.

To initiate an appeal, the student must (1) complete the Reasonable Academic Progress (RAP) Appeal Form on the reverse side of this document, and (2) submit the appeal form with a letter and appropriate documentation, if required, containing the following:

1. Mitigating or extraordinary circumstances beyond the student’s control which may have adversely affected academic performance, preventing the student from earning the required grade point average and/or number of credit hours earned. These circumstances must have since been resolved and will not affect the student’s performance in the future. Documentation of such circumstances should be included with the written appeal. OR The reason(s) for withdrawal (in cases where the student withdrew during the semester) along with documentation, if appropriate. Note that inability to attend class due to lack of funds is not an extenuating circumstance.

Some examples of unusual circumstances follow, along with examples of appropriate documentation required to support an appeal:

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s illness (mental or physical), hospitalization, injury, or disability</td>
<td>Written documentation from your health care provider on letterhead, detailing</td>
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<tr>
<td></td>
<td>• Approximate date of onset of the illness, injury, or disability giving rise to</td>
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<td></td>
<td>• the circumstances surrounding the appeal and the dates through such condition</td>
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<td>• The general nature of the illness, injury, or disability that prevents or</td>
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<td></td>
<td>• prevented you from meeting the progress standards.</td>
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<td></td>
<td>• The date on which you were or anticipate being able to resume your eligibility for financial aid.</td>
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<td></td>
<td>• The prognosis for being able to medically meet standards</td>
</tr>
<tr>
<td>Illness, accident, or injury of a significant person in the student’s life</td>
<td>Provide documentation (e.g., physician’s statement, police report, or documentation from a third party professional) relating to the individual for whom the student provided care or support</td>
</tr>
<tr>
<td>Death of a family member or significant person in the student’s life</td>
<td>Provide a copy of an obituary or death certificate</td>
</tr>
<tr>
<td>The student’s own divorce or separation or the divorce of the student's parent(s)</td>
<td>Provide an attorney’s letter on law firm’s letterhead, petition for dissolution, or copy of divorce decree</td>
</tr>
<tr>
<td>Personal problems other than the student’s own mental or physical illness, injury, or disability, issues with the student’s spouse, family, roommate, or other significant person in the student’s life</td>
<td>Provide court documentation, police reports, written statement from an attorney, professional advisor, or other individual describing the circumstances</td>
</tr>
<tr>
<td>Victimization of a violent crime or a natural disaster</td>
<td>Provide a written statement and/or supporting documents</td>
</tr>
<tr>
<td>Exceeding the timeframe as a result of changing majors, excess transfer credits, poor grades, and/or multiple withdrawals</td>
<td>Provide an academic plan from the student’s advisor listing all courses required for graduation with a timeline for completion</td>
</tr>
<tr>
<td>Exceeding the timeframe while in a second undergraduate or dual degree program</td>
<td>Provide an advisor’s written statement and signature on the UK RAP appeal form addendum</td>
</tr>
</tbody>
</table>

2. Specify what has happened that resolved these circumstances.

3. Specify what measure(s) are being taken or have been taken to ensure that academic performance will improve if the appeal is approved, as well as any plans the student has developed with his/her academic advisor to address academic performance.

Appeals that do not detail these three components will be denied.

Each appeal will be individually evaluated, usually within fifteen working days, and the student will be notified by mail of the results. (Note submission deadline(s) on the reverse side.) Appeals may be approved for one term of probationary status with conditions required for continued eligibility, after which time the student will be required to be meeting the cumulative standards or the probationary conditions, deferred for additional information, or denied. Students on probation will be advised of academic requirements they must meet while on probation, as well as consequences should they fail to meet those requirements. Please note that appeals are held in the strictest confidence with release only to the Assistant Director and, when appropriate, the Sub-Committee for Appeals. A student may request his or her appeal be referred to the sub-committee if it cannot be resolved to the student’s satisfaction by the Assistant Director of Student Financial Aid. Decisions of the committee are final.

NOTE: A student who is academically dismissed or placed on academic suspension and wishes to appeal that status, should contact the Office Admissions for instructions. Completing a Financial Aid Appeal will not correct academic standing. Likewise, being readmitted to the University or being academically in good standing in the student’s chosen program will not automatically remedy the suspension of aid.

Complete the RAP Appeal Form on the reverse side of this pane and attach it to your appeal.
Reasonable Academic Progress (RAP) Appeal

Office of Student Financial Aid

IMPORTANT: DO NOT submit this form unless a written appeal and appropriate documentation, if required, is attached. Review of this appeal will be delayed if it is incomplete. Deadline: Fall Semester – October 5, Spring Semester – February 22, Summer - June 29

SECTION I. GENERAL INFORMATION (to be completed by student)

Name ____________________________________________  Email _____________________________

Address (to which appeal decision is to be sent) Phone _____________________________

UK ID Number  ____________________________  SSN  ____________________________

Street  City  State  Zip

Please Submit the Following:

☐ Appeal Form: Your signature is required below. This appeal is only for purposes related to the receipt of financial aid.

☐ Personal Statement: Your typed clear and concise statement must include:

☐ The reasons you failed to meet the standards: be specific in describing what caused your academic difficulties. Explain the reason for any Incomplete (I) or withdrawal (W) grades on your transcript.

☐ What has been done to remedy the situation, and

☐ Why it will not happen in the future/what steps are being taken to ensure academic success.

☐ Documentation: Attach documentation to support all extenuating and/or unusual circumstance detailed in your letter. Note that documentation will not be returned: keep a copy for your records. UK will not contact anyone to obtain information for your appeal.

SECTION II. Student Certification Statement (to be completed by student)

By my signature below, I certify that I have read and understand the UK RAP standards. I understand that it is my responsibility to monitor my academic progress and to be aware of the requirements of my program, so that I can complete my degree within the time allowed by Federal regulations and that withdrawals and incompletes could affect my eligibility for aid. I understand that I am permitted to follow academic career, i.e., undergraduate degree or graduate degree. If my appeal is denied, I understand that I must reestablish my aid eligibility by attending at my own expense and raising my cumulative academic record to the minimums listed in the UK Student Financial Aid satisfactory academic progress standards, that neither paying for classes nor sitting out a semester will reestablish eligibility, and that I am responsible for any University charges incurred while my appeal is being processed or if it is not approved. I understand that submission of an appeal is not a guarantee of reinstatement of aid. I certify that the information in this appeal is accurate and complete: I understand that any false information will be cause for denial, reduction, and/or immediate repayment of any aid.

Signature ____________________________________________  Date ____________________________

Allow fifteen business days for processing of your complete appeal. During peak processing times, expect additional delays. A written response to your appeal will be sent to the address provided above. Refer to your myUK account to follow the status of your appeal. Appeals are processed in the order they are received and are subject to volume and time constraints.

SECTION III: Second Degree, Post baccalaureate, and/or Nondegree Students ONLY (to be completed by the student’s advisor)

1. This student is seeking a second undergraduate degree or teacher certification. Please identify degree or certification: ____________________________

2. This student is pursuing special undergraduate studies required for admission into a graduate program or requirements for certification other than teaching. Please identify the program or certification: ____________________________

3. Other (explain) ____________________________

Name ____________________________________________  Department ____________________________

Signature ____________________________________________  Phone ____________________________  Date ____________________________

SECTION IV: to be completed by Student Financial Aid

Probation _______ Denied _______ Deferred _______

Conditions: ____________________________

Release: Fall/Spring ____  Fall Only ____  Spring Only ____  Summer ____

☐ Additional Course Work  ☐ Medical ( _____ Documentation)

☐ Committee Exception  ☐ Professional Judgment

☐ Computer Error  ☐ Residence Credit (Grad Students)

☐ Grade(s) Change/Late  ☐ Other ____________________________

Probation/Denial Signature ____________________________________________  Date ____________________________

R_______  M. McDonald (A-Ch)

G_______  L. Knight (Ci-Gg)

C_______  T. Pemberton (Gh-Ka)

ProSAM: ____________________________

Summ_______  S. Rowe (Kb-Mo)

Track_______  L. Green (Mp-Sch)

Memo_______  P. Miller (S1-Well)

CM_______  C. Jones (Welm-Whit)

Letter_______  K. Stamper (White-Wij)

AdvLetter_______  D. Prater (White-Wik)

R_______  T. Thomas (Wilm-Will)

Contract_______  J. Bond (Wit-Will)

J_______  L. Will (Well)

K_______  M. Wij (Wij)

L_______  S. Sch (Sch)

M_______  T. Ka (Ka)

W_______  L. Green (Wij)

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