



# Request for Academic Plan of Improvement and Eligibility Reinstatement

1300 S Country Club Road • El Reno, OK 73036 • 405-422-6250 • Fax: 405-422-1463 • financial.aid@redlandsc.edu

You may request to be placed on an Academic Plan of Improvement and have your financial aid eligibility reinstated if you meet the following criteria:

1. You are not meeting the financial aid completion rate and/or GPA requirements.
2. You are returning to college after not attending (any college) for an extended period of time.
3. It is mathematically possible for you to reach a financial aid cumulative GPA of a 2.0 and a cumulative completion rate of 67% within the maximum allowed time frame for your degree (150%).
4. You haven't withdrawn or failed any classes during the current semester.

If you meet these criteria and wish to request an Academic Plan of Improvement and Eligibility Reinstatement, please complete this form and return it to the Redlands Community College Financial Aid Office along with:

- A TYPED LETTER, explaining the circumstances that contributed to your poor academic performance and the steps that they have taken to prevent these circumstances from hindering their future academic performance. (Hand written letters will not be considered)
- Official transcripts from all previously attended post-secondary schools

**\*Students must submit a copy of your state-issued driver's license or ID.\***

**Incomplete requests will be returned to the student and not reviewed.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

SSN/Redlands ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Current Major \_\_\_\_\_

List all post-secondary schools that you have attended: \_\_\_\_\_

Requests will be reviewed and eligibility will be determined on a case by case basis by the Redlands Office of Financial Aid. Students wishing to receive a decision on their request before the end of the add/drop period must submit requests with all appropriate documentation by the Friday before the semester begin date. Students will receive notification of the request decision no later than the end of the second week of the semester. Late appeals will be reviewed in the order they are received and at the earliest convenience of the financial aid office. Students who submit late appeals will be liable for all charges if their appeal is denied. The processing of appeals will not take precedence over the processing of aid for students who do meet the requirements of SAP. Students that are granted this request must visit with either a Redlands Financial Aid Counselor or their Redlands Academic Advisor to establish and sign a Financial Aid Academic Plan of Improvement. Financial aid eligibility will not be reinstated until a signed copy of the plan is completed and in the student's financial aid file. Students on an academic plan will be placed on a financial aid probation status. Please review the complete Satisfactory Academic Progress Policy at <https://www.redlandsc.edu/costs-aid/sap-policy.php>.

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

\_\_\_\_\_  
**Date**

\*Electronic Signatures Not Accepted\*