



# 20/21 Satisfactory Academic Progress (SAP) Appeal

For Office Use Only

FA \_\_\_\_\_

Date \_\_\_\_\_

LONG BEACH  
CITY COLLEGE

Name: \_\_\_\_\_ LBCC ID#: \_\_\_\_\_

Last First M.I

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Street

City State Zip Code

Email: \_\_\_\_\_

## APPEAL SUBMISSION DEADLINES:

Fall 2020 – November 13, 2020

Spring 2021 – May 7, 2021

Satisfactory Academic Progress (SAP) Standards require students meet qualitative (2.0 cumulative GPA) standards and quantitative standards (complete 67% of units attempted and finish their degree within the 150% allotted time frame). If a student has extenuating circumstances, they may appeal and show their circumstances. If approved, you will need to meet the requirements of an individual academic plan to continue to receive financial aid.

Complete each step below and then check each box provided to verify completion:

- Establish why you are not meeting SAP – Review your unofficial transcripts to establish if you...:
  - Attempted over 20 units (Certificate) or 90 units (for AA/Transfer) – Appeal for Extension
  - Have a cumulative GPA lower than 2.0 – Appeal for Reinstatement
  - Completed less than 2/3 of units attempted – Appeal for Reinstatement
- Obtain a Comprehensive Student Education Plan dated within the past year (August 2019 – Present)
  - To meet with a counselor, please go to <https://www.lbcc.edu/counseling>

### For SAP Appeal for Reinstatement – Please complete all of Page 2

- Submit your Narrative explaining your extenuating circumstances for those specific terms - Please use specific dates/time frames
- Submit any documentation supporting your Narrative.

### For SAP Appeal for Exemtsion – Please sign Page 2

- For Appeals for Extension (only), you may ignore questions 1-2 and sign the bottom of page 2.

### OFFICE USE ONLY – OFFICIAL DECISION

- APPROVED** beginning:
  - Fall 2020
  - Winter 2021
  - Spring 2021
  - Unaided:** You were able to raise your cumulative GPA and/or SCR above minimum requirements on your own.
  - Probation Status:** You are eligible to receive financial aid for one semester. By the end of that semester you must have a cumulative GPA of 2.0 or higher AND a Successful Completion Ratio (SCR) of at least 67% to be reinstated in good standing.
  - Academic Plan:** You will continue to receive aid going forward. While on this plan you will be required to successfully complete at least 67% of units attempted with a GPA of 2.0 **every semester** or until you are in good standing.
  - Approved for a maximum of \_\_\_\_\_ units.**
- PENDING**
  - \_\_\_\_\_
- DENIED**
  - You may be reinstated at a later date if you raise your cumulative GPA above a 2.0 and SCR to at least 67% on your own. Please notify the Financial Aid Office once you have reached the 67% and/or cumulative G.P.A to 2.0.
  - No documentation was attached / documentation attached is insufficient to prove Extenuating Circumstances.
  - You cannot raise your success rate to 67% and/or G.P.A to a cumulative 2.0 within the 150% rule.
  - Other: \_\_\_\_\_

Financial Aid Appeals Committee

Date \_\_\_\_\_

# Circumstances for Submitting an Appeal

Check all that Apply (Reminder - Supporting documentation must be submitted)

- Illness or accident of the student or immediate family member
- Death of an immediate family member
- Complications with a disability which contributed to poor academic performance
- Change in economic situation of the student's household / financial hardship
- Homeless or at-risk of becoming homeless
- Domestic Violence
- Circumstances related to COVID-19/2020 Pandemic (valid only for Spring 2020 and Summer 2020)
- Other Extenuating Circumstances beyond the control of the student (brief explanation to follow)

---

---

1. In your own words, describe the situation at the time you were unable to make satisfactory academic progress. Include any situation or difficulty that impacted your performance and caused you to be unable to complete your classes or maintain a cumulative 2.0 grade point average. Include any situation or difficulty that impacted your performance. (Attach a separate sheet if necessary)

---

---

---

2. Describe what you are doing to improve your situation since you were suspended from Financial Aid. What have you done to resolve the situation? Include all courses taken and schools attended. (Attach a separate sheet if necessary)

---

---

---

---

I certify all information provided with this request is true and correct to the best of my knowledge. I have read and understand the Satisfactory Academic Progress Policy which is available on the Financial Aid website at: <https://www.lbcc.edu/financial-aid>. I understand that decisions on appeals are processed on a case-by-case basis. If approved I agree to the terms of my probation to correct my deficiencies and to maintain SAP standards each semester. I understand the completion of this request does not constitute an approval of my appeal. I also understand the Financial Aid Appeals decision is considered final. I acknowledge that an incomplete packet will not be considered. Appeals must be filed during the term of enrollment by the deadline listed on this form. Regulations prohibit students from appealing retroactively for prior terms. No exceptions will be made for late submissions.

---

**Student's Signature**

---

**Date**