



2021/2022 Satisfactory Academic Progress (SAP) Appeal

Name: _____ LBCC ID#: _____
Last First M.I

Address: _____ Phone #: _____
Street

_____ City State Zip Code

Email: _____

APPEAL SUBMISSION DEADLINES:

Fall 2020 – November 19, 2021 **Spring 2021 – May 13, 2022**

Satisfactory Academic Progress (SAP) Standards require Financial Aid students to maintain a cumulative 2.0 GPA and 67% completion ratio in order to maintain eligibility for Financial Aid. If you had special circumstances which impeded your ability to meet the SAP requirements, you may file an appeal with our office. You will need to demonstrate extenuating circumstances beyond your control that are not likely to recur in the immediate future. You will also need to explain what has changed in your situation so that you will now be able to make academic progress. 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:

Appeal for Reinstatement

- Student Appeal Narrative.**
 - Explain on Page 2 of this form or attach a typed statement on a separate sheet of paper
- Comprehensive Student Educational Plan (SEP) – Dated within the past year**
 - To obtain the SEP, please contact the Counseling Department to schedule an appointment with an academic counselor.
 - The submitted SEP must be current (August 2019 to present), comprehensive and show your current educational goal/major.

Appeal for Extension

- Comprehensive Student Educational Plan (SEP) – Dated within the past year**
 - To obtain the SEP, please contact the Counseling Department to schedule an appointment with an academic counselor.
 - The submitted SEP must be current (August 2020 to present), comprehensive and show your current educational goal/major.

Students submitting only the Appeal for Extension do not have to complete Page 2, just sign on the bottom of page 2.

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
- Evidence that student was unable to obtain essential support services
- Change in economic situation of the student’s household / financial hardship
- Homeless or at-risk of becoming homeless
- Domestic Violence
- 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