SATISFACTORY ACADEMIC PROGRESS APPEAL FORM FOR FINANCIAL AID

Instructions:

1. Submit appeal by the appropriate deadline. (See below)
2. Before an appeal will be considered, you must have a Student Aid Report and all required paperwork on file for the semester for which you are requesting an appeal.
3. Attach any required documentation (letter confirming medical treatment/illness, confirmation of death in immediate family, etc.)
4. Attach a LSCC academic transcript. Grades for the most recent term of enrollment must be included on the transcript.
5. Submit a Plan of Action
6. Return the Financial Aid Appeal Form and all required forms to the Office of Student Financial Services. Should you fail to submit all required documentation, your appeal will not be considered. There will be only one appeal considered per student. Further appeals will not be reviewed.
7. Please note that you are responsible for all registration expenses, unless otherwise notified.
8. Student will be notified of results of appeal via e-mail listed below or letter. *No information will be provided via phone.*
9. NO APPEAL CAN BE CONSIDERED FOR LIFETIME ELIGIBILITY USED BECAUSE THIS IS A FEDERAL MANDATE AND IS NOT SUBJECT TO AN APPEAL

NAME: ___________________________________________ SS /ST ID# __________________

ADDRESS: ______________________________________ PHONE # ________________________

__________________________________________________ MAJOR _______________________

DATE: ____________________________ E Mail _________________________________________

Appeal is to receive financial aid for (mark one): Term: ____________________ Appeal due no later than:

( ) Fall August 09, 2013
( ) Spring December 13, 2013
( ) Summer May 2, 2014

Reason for appeal (mark one): ( ) GPA is below minimum requirement
( ) Hours Earned are less than required (percentage)
( ) Term limit --- You must attach a letter from an advisor stating the courses remaining to meet LSCC graduation requirements, your Plan of Action, and your anticipated graduation date.

Revised 07/2013
Please write neatly (If additional space is needed, please attach a separate sheet of paper)

1. Have you been placed on Academic or Financial Aid suspension while attending LSCC or BSTC? ___ Yes ___ No

2. Have you submitted an appeal previously? _____ Date of previous appeal? _______ If so, what circumstances have changed since your last appeal? ________________________________

3. What extenuating circumstances beyond your control prohibited you from meeting Financial Aid Satisfactory Academic Progress requirements? Failure to address extenuating circumstances may result in denial of aid. You must include extenuating circumstances even if this is not your first appeal.

4. Please explain what changes have occurred that will enable you to meet the required Satisfactory Academic Progress

Realizing that multiple factors may have contributed to your lack of success, you are encouraged not only to consult your academic advisor, but also to discuss your situation with a staff member at

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LSCC who is qualified to assist you. You will need to discuss your concerns with the advising
counselors, Student Support Services, or the Retention Counselor.

**State your Plan of Action to insure success:**

Please indicate what you have done or plan to do to insure that your academic performance will enable
you to meet Satisfactory Academic Progress requirements:

(Please type your Plan of Action, obtain approval from advisor or counselor, and attach to Appeal)

*Based upon the circumstances I have documented and the academic plan that I have
developed, I am requesting that my financial aid eligibility be reinstated for this semester.*

**My signature below indicates that I understand the following:**

- I will meet with a Student Financial Services Advisor at midterm on ____________________.
- I understand that failure to abide by this plan will result in Financial Aid Suspension.
- I understand that I must receive a passing grade in all courses to continue.
- I understand that I cannot withdraw from any classes.
- I understand that it is my responsibility to meet with a financial aid staff member at the end of
each semester to review my progress/status for the next semester.

Student Signature: ___________________________ Date: ______________

**FACULTY/STAFF CERTIFICATION**

I certify that I have met with the above named student regarding his/her academic progress. I have also
reviewed the academic plan for success, and I agree with or have made further suggestions to the
student, as indicated below:

Comments:

__________________________________________
__________________________________________
__________________________________________
__________________________________________

__________________________________________

Faculty/Staff Signature: ___________________________ Date: ______________

******************************************************************************

**You must have a faculty/staff member sign the certification statement and complete the
comment section before submitting form to Student Financial Services.**

**OFFICE USE ONLY:**

Comments:

__________________________________________
__________________________________________
__________________________________________
__________________________________________

Review Date: ___________________________ ___ Approved ___ Denied

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Students receiving federal financial aid through the Federal Pell Grant, Federal Supplemental Opportunity Grant (FSEOG), or Federal Work Study Program (FWSP) are required by federal regulations to make satisfactory progress toward a degree, diploma, or certificate in order to receive and retain eligibility for these funds. There are three components to satisfactory academic progress as explained below:

1. Students enrolled in a certificate, diploma, AS, AAS, AAT or AOT program requiring more than 26 credit hours must achieve a cumulative Grade Point Average (GPA) of
   1.50 after attempting 12-21 credit hours
   1.75 after attempting 22-32 credit hours
   2.00 after attempting 33 or more credit hours

   Students enrolled in Short Certificate programs equal to 26 credit hours must achieve a cumulative Grade
   Point Average (GPA) of
   1.50 after attempting 12-17 credit hours
   2.00 after attempting 18 or more credit hours

2. Students must successfully complete at least 67% (2/3) of the classes attempted each term.

3. Students must successfully complete their Program of Study within the required time frame.

A student in violation of either of the first two components will be placed on Financial Aid Warning for one term. During this warning term, the student will continue to receive federal aid but must improve his/her academic record so that the grade point average and hours completed are in compliance with policy. Failure to do so will result in suspension of financial aid. A student who completely withdraws from all classes during a warning period, will be placed on suspension. To be reinstated on financial aid, the student must attend full-time for at least one term at his/her own expense and bring his/her academic record into compliance with the policy. When policy requirements are met, the student must request in writing that his/her academic record be reviewed for reinstatement. If unusual circumstances contributed to the student's inability to make satisfactory academic progress, the student may appeal the decision to suspend federal aid by completing this form and submitting it to Student Financial Services by the dates indicated.

1. Financial Aid Warning

If a student fails to achieve the required cumulative GPA or does not successfully complete the required percentage of hours, he/she will be placed on financial aid warning. The student remains eligible to receive financial aid while in warning status. Financial Aid Warnings will be lifted in a subsequent term if the student attains the required cumulative GPA and/or successfully completes the required percentage of hours.

2. Financial Aid Probation

If a student fails to achieve satisfactory academic progress by the end of the financial aid warning, or if a student fails to complete a program within the maximum time frame allowed he/she may request a probation by completing the appeal form. The student may have probation lifted and thereby regain eligibility for financial aid during subsequent terms if he/she makes satisfactory academic progress or if he/she receives approval from the Appeals Committee to complete the program of study.

3. Appeal Process

The student may file an appeal by submitting a Financial Aid Appeal's Form along with a Plan of Action to the Financial Aid Appeals Committee. The Plan of Action must provide an academic resolution in addition to discussing the circumstances of their current financial aid situation. The Financial Aid Appeals Committee meets three times a semester to consider appeals. Students may appeal financial aid suspension and termination from financial aid when they believe there are extenuating circumstances such as illness, personal, death in the immediate family, income loss or documented undue hardship.

Revised 07/2013
4. Financial Aid Suspension

If the student fails to follow the Plan of Action he/she will be suspended from federal financial aid. If placed on academic suspension, a student is NOT eligible to receive financial aid for the duration of suspension, even if he/she is readmitted to the College upon academic appeal. The student may gain eligibility for financial aid when satisfactory academic progress is obtained.

5. Monitoring Progress

Academic progress for certificate and short certificate programs will be monitored at the end of each semester.
Checklist for Satisfactory Academic Appeal and *Term Limitation Process

Have you:

1. ___ Signed your request
2. ___ Met with an advisor/counselor
3. ___ Reviewed your Plan of Action with advisor/counselor
4. ___ Obtained the advisor/counselor’s signature
5. ___ Submitted the required documentation to support your request
6. ___ Submitted your request by the appropriate deadline (See application)
7. ___ If you did not submit your request by the stated deadline, please list
date of submission: _________________
8. ___ *Obtained the required letter from the advisor/counselor which lists
the courses needed for graduation for Term Limitation Appeals

OFFICE USE ONLY:

Appeal is for: ___ SAP  ___ Term Limit

Receipt Date: ___________________________  Received by: ___________________________

Revised 07/2013