

Financial Aid

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Satisfactory Academic Progress (SAP) Appeal

Name _____

L# _____

Phone (____) _____

Degree/Program _____

Steps to Appeal

Mark the box that best fits your situation:

- I had unusual circumstances for not doing well. Sign and submit.
 1. See an academic advisor and complete an Academic Plan - Make sure your program of study is accurate and all classes are consistent with myGradPlan
 2. Submit 2 typed and signed statements:
 - a. What prevented you from completing your classes and/or maintaining a 2.00 GPA?
 - b. How have you resolved your previous circumstances and how will you ensure future academic success?
 3. Attach documentation that supports your statement. Examples of acceptable documentation:
 - a. Medical, hospital, or treatment records
 - b. Statement from doctors, therapists, counselors, signed and on letterhead
 - c. Court documents, Police records, Vital records (birth and death certificates)
 - d. Lease or rental agreements
- I completed 6 credits with a 2.00 and without using Federal financial aid since my last appeal and have proven I can be successful. Sign and submit.
 1. See an academic advisor and complete an Academic Plan - Make sure your program of study is accurate and all classes are consistent with myGradPlan
- I had a grade change. Please reassess my status. Sign and submit. No additional steps

This section is required: I give permission for the Financial Aid Office to share information with my

Academic Advisor

- Yes
- No

This Section is Required:

Sign, date, and submit this form to the Financial Aid Office. Each part of the appeal is equally important, and we will be unable to process your appeal if you miss a requirement.

- I have completed the Academic Plan with my academic advisor. It includes the correct program of study (degree/certificate and major). I agree to only take courses required to earn the degree or certificate for which I am appealing.
- I have attached a typed statement explaining the unusual circumstances that prevented me from maintaining SAP (completion rate, GPA)
- I have attached a typed statement identifying how I resolved the barriers to my academic progress and how such resolution will ensure academic success.
- I have attached documentation from an objective third-party that supports the circumstances I identified in my appeal.

By signing this form, I certify I have read and understand the Financial Aid Satisfactory Academic Progress policy listed online at www.lanecc.edu/finaid/satisfactory-academic-progress. Additionally, I understand that if I give false or misleading information, I may be fined up to \$20,000, sent to prison, or both.

Signature

Date