

SATISFACTORY ACADEMIC PROGRESS (SAP) Appeal Form
Fall 2017 – Spring 2018

STUDENT INFORMATION

Name _____ Student ID # _____
 Address (Street) _____ Date of Birth _____
 City, State, Zip Code _____ SSN _____
 Best Contact Phone # _____ Semester Appealing: _____ Fall 17 _____ Spring 18

Please adhere to the following deadlines when submitting this form.
Appeal forms will NOT be accepted after Final Deadline Date.

Semester	Priority Deadline	Final Deadline (14 th Class Day)
Fall	June 30, 2017	September 8, 2017
Spring	November 30, 2017	February 2, 2018

Federal regulations require financial aid recipients to maintain Satisfactory Academic Progress (SAP) in accordance with LDCC's Financial Aid SAP Policy. SAP includes cumulative grade point average (GPA), completion rate (67%), and maximum credits allowed that a student must meet in order to be eligible for federal financial aid. For more information regarding the College's SAP Policy, go to www.ladelta.edu. Go to Financial Aid and SAP to review the LDCC SAP Policy. You may also request a paper version by visiting the Financial Aid Office at your perspective campus.

Submitting this form does not guarantee reinstatement of financial aid. The student is responsible for any charges incurred during periods of ineligibility. You will be notified via postal mail and in LOLA, the outcome of your appeal decision within 10-15 business days after the receipt and review of the appeal. PLEASE NOTE: The SAP Review Committee may deny your appeal request. You are allowed to submit three appeal requests while attending LDCC. This does not mean one or either of these requests will be approved.

GPA and/or Pace deficiency appeals will not be considered for:

- Your need for financial aid
- Lack of knowledge that your financial aid was in jeopardy or understanding LDCC's SAP Policy
- You did not know what to major in or what classes to take
- You were not focused or committed to your education
- You did not attend classes or your discretionary decision to withdraw from college
- Transportation issues • Work or work hours issues • Uncomplicated pregnancy

INSTRUCTIONS

Complete steps 1-4 below and submit this completed form with all supporting documentation to the Office of Financial Aid at The Knight Center or your campus' Office of Financial Aid. **Submission of incomplete appeals or appeals without all documentation will be returned to student.**

Step 1: Please Indicate Type of SAP Appeal (select all that apply):

- Grade point Average (GPA) and/or Pace of Progression (67%)**
 Students must maintain a 2.0 Cumulative GPA. Students must also complete at least 67 percent of the total hours attempted. All coursework, including transfer hours will be evaluated when determining SAP.
- Maximum Time Frame**
 Students receiving financial aid funds will be expected to complete their LDCC education program or certificate of study within a reasonable time frame. A Change of Major Form must be on file in the Admissions/Enrollment Services for the new major (if applicable). The maximum time frame is 150 percent (ex. 90 hours to complete 60 hour degree or program) of the published length of the academic program or certificate to include all transfer and development credit hours.

Students may request to have their maximum time frame extended under the following circumstances (please select all that apply):

- Program of study changed from _____ to _____
- I have an Associate's degree and am pursuing a second degree or certificate.
- I have earned a Bachelor's Degree or higher and am pursuing another degree or certificate.
- Other (Please explain) _____

Step 2: Appeal Statement: Attach a typed statement describing the extenuating circumstance that kept you from meeting the established academic standards during your most recent semester and a statement describing how you plan to keep this situation from affecting your academic progress in future semesters. Also explain how the situation has changed so that you can now meet the requirements. You will need to attach supporting documentation for all circumstances. (HANDWRITTEN STATEMENTS ARE NOT ACCEPTED)

Extenuating Circumstances are considered to be significant life experiences that impacted your emotional and/or physical health so much that you were unable to make good academic progress while meeting SAP.

Examples of significant circumstance are listed below and must include supporting documentation. Check all that apply.

- Medical illness and/or injury of you OR family member. **Attach** a copy of medical documentation with required dates and diagnosis, doctor's statement on official letterhead, hospital admittance and release dates, etc...
- Death in immediate family: parent, spouse, child, grandparents, siblings, aunts or uncles. **Attach** a copy death certificate **and** obituary.
- Call to activity military duty. **Attach** a copy of military orders.
- Other extenuating circumstance(s); such as legal problems, police matters, foreclosure, eviction, etc. **Attach all** supporting documentation.

Step 3: For students completing a Maximum Time Frame Appeal, meet with your Academic Advisor or Academic Department Head to be advised **AND** to obtain a Degree Audit Summary Form and a Degree Evaluation Report. (You may have to schedule an appointment with your Departmental Advisor.)

Step 4: Unofficial Transcript(s): Please attach a copy of all unofficial academic transcript(s) from previously attended schools. We will utilize Department of Education websites to verify this information.

Step 5: Review Checklist Before Submitting:

- Completed Appeal Form
- Typed appeal letter detailing extenuation circumstance, etc...
- All supporting documentation has been attached
- Copies of all unofficial academic transcript(s) has been attached
- Degree Audit Summary Form with a Degree Evaluation Report has been attached (**Only for students completing a Maximum Time Frame Appeal**)

I certify all the above information submitted is accurate. I further understand that incomplete SAP Appeal Form, including those with missing or insufficient documentation, will be returned. I fully understand that approved appeals will have condition established in the approval of the appeal, and that those conditions must be met to be considered for future federal aid.

Student Signature: _____ Date: _____

DEGREE AUDIT SUMMARY FORM
(To Be Completed By Academic Representative)

Complete this form if your appeal is based on
Change of Major or have Exceeded Maximum Time Frame

STUDENT INFORMATION

Name _____

Student ID # _____ Date of Birth _____

Lines 1-6 must be completed and signed by an Academic Representative. Attach completed form to your SAP Appeal Form.

1. Prior Degree/Program (please list last degree/program prior to current term)

2. Number of hours completed in prior degree/program that will count towards current degree/program _____
3. Current Degree/Program _____
4. Number of hours completed in current degree/program that will count towards current degree/program

5. Number of semester hours remaining to complete current degree/program _____
(Please include current semester hours).
6. Expected graduation date _____
➤ Please **ATTACH** a Degree Evaluation Report (or Credentialing Form) to this document.

SIGNATURE

Academic Representative

Name (please print)

Signature

Date

****ATTENTION** Once completed, this form may NOT be updated. Students changing majors or who have exhausted all of the remaining hours to complete their degree must submit another SAP Appeal.**