

Financial Aid

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Digital Drop Box - <https://www.lanecc.edu/financialaid/document-intake-form>

Satisfactory Academic Progress (SAP) Appeal / Maximum Timeframe

Name _____

L# _____

Phone (____) _____

Use this form to appeal the Financial Aid Office due to not making SAP standards.

Mark for which process you are submitting this appeal:

Steps to Appeal:
A low Completion Rate (Pace) and/or low GPA

Steps to Appeal:
Maximum Timeframe for Completion of Program

Step 1 Choose the basis of your appeal:

- I had a grade change. Please reassess my status. *Skip steps 2-4 below. Sign and submit.*
- I completed 6 credits using my own funds since my last appeal and have proven I can be successful. *Skip steps 3-4 below. Sign and submit.*
- I had extenuating circumstances for not doing well. *Complete steps 2-4 below, sign and submit.*

Step 2 See an academic advisor and complete a Term-by-Term Plan. Make sure your plan is signed by the advisor and your program of study is accurate.

Step 3 Submit a signed* and typed statement:

- Explain what prevented you from completing your courses and/or maintaining a 2.0 GPA during the most recent term that you weren't successful.
- Identify how you resolved the above and how you will ensure future academic success.

Step 4 Attach documentation from an objective third-party that confirms your circumstances.

Step 1 See an academic advisor and complete a Term-by-Term Plan. Make sure your plan is signed by the advisor and your program of study is accurate.

Step 2 Submit a signed* and typed statement explaining what prevented you from completing your program of study within the maximum timeframe.

* Statement doesn't need to be signed if using the Digital Drop Box.

Examples of Acceptable Forms of Documentation

- Medical, hospital, or treatment records
- Statement from doctors, therapists, counselors
- Court documents
- Police reports
- Vital records (death and birth certificates)
- Lease or rental agreements

Certification (required)

Mark all boxes that apply, then sign, date and submit this form to the Financial Aid Office with all requested supplemental documents.

- Staff use only
- I have attached the Term-by-Term Plan my academic advisor completed and signed. 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 extenuating circumstances that prevented me from maintaining SAP (completion rate, GPA) or the reason I need an extension of time to complete my program (maximum timeframe).
 - 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 _____