

**Financial Aid**

Phone: (541) 463-3400 \* Email: [finaid@lanecc.edu](mailto:finaid@lanecc.edu)  
Digital Drop Box: <https://www.lanecc.edu/financialaid/document-intake-form>

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## Satisfactory Academic Progress (SAP) Appeal / Maximum Timeframe

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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**

**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
- 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.

**Steps to Appeal:  
Maximum Timeframe for Completion of Program**

**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.

**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](http://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

# TERM PLANNER

Student Name \_\_\_\_\_ Student # L \_\_\_\_\_

Program \_\_\_\_\_

**Summer** \_\_\_\_\_

**Fall** \_\_\_\_\_

**Winter** \_\_\_\_\_

**Spring** \_\_\_\_\_

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**Summer** \_\_\_\_\_

**Fall** \_\_\_\_\_

**Winter** \_\_\_\_\_

**Spring** \_\_\_\_\_

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**Summer** \_\_\_\_\_

**Fall** \_\_\_\_\_

**Winter** \_\_\_\_\_

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Academic Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_