

Advisor Guide to Satisfactory Academic Progress (SAP) Appeal for Reinstatement of Eligibility for Federal Financial Aid

Why does my student need to appeal?

- Student's LC State cumulative GPA is below 2.0 and / or student's completion rate is below 67%
- Completion rate = completed credits ÷ attempted credits
- Completed credit = any credit with a D- or higher
- Attempted credit is any transcribed credit regardless of grade

Where are the SAP Appeal forms located?

- LC State website: lcsc.edu/financial-aid/financial-aid-forms
- Scroll to the correct academic year and select Satisfactory Academic Progress
- From the drop down, select Satisfactory Academic Progress Appeal Form for Reinstatement

What is my role as an advisor in helping the student appeal?

- Advise student in planning 3 semesters of courses to list on their SAP plan for reinstatement
- Signed letter of support, if applicable (e.g. you are able to confirm the student's circumstances or have advised the student on plan for success)

What other documentation does the student need to submit an appeal?

- SAP Appeal Form for Reinstatement
- Signed letter of explanation stating the circumstances preventing the student from being successful, provide details on how issues were resolved, indicate how future performance will not be impacted
- Applicable documentation to support circumstances detailed in the letter of explanation (e.g., a letter from a medical provider, counselor, employer, faculty member, etc.)

How does my student submit their appeal?

- The completed appeal packet is submitted to the Financial Aid Office (email, fax, mail, drop off, doc attach in WarriorWeb)
- Appeals submitted by 3pm on Wednesday will go in for review that same week
- After appeal is reviewed, the student will receive a response through their LCMail

What if my student needs to change the classes listed on their SAP plan?

- Student will meet with you for approval of changes and then, submit a Revised Academic Plan
- A revised plan will need to be submitted to the Financial Aid Office by the 10th day of classes each semester

Helpful

Tips

- Double check for signatures on plan, forms and letters of support
- Be sure to include classes on the SAP plan for the semester the student is appealing, may be the current semester
- If appeal is approved, student must pass all classes on the plan with a 2.0 or higher GPA to remain eligible

For detailed information on SAP, see link below:

www.lcsc.edu/financial-aid/financial-aid-policies/satisfactory-academic-progress-policy

Advisor Guide to Satisfactory Academic Progress (SAP) Appeal for Extension of Maximum Credits for Federal Financial Aid

Why does my student need to appeal?

- Student has reached or exceeded 85% of the maximum allowable credits for their educational objective
- This includes all attempted credits, no matter the grade or source (transfer, military, precollege, etc.)
 - Federal regulations require institutions to notify students if they are nearing the maximum credit threshold and to withhold aid if students are unable to complete their programs before their aid eligibility expires

Where are the SAP Appeal forms located?

- LC State website: lcsc.edu/financial-aid/financial-aid-forms
- Scroll to the correct academic year and select Satisfactory Academic Progress
- From the drop down, select Satisfactory Academic Progress Appeal Form for Maximum Credits

What is my role as an advisor in assisting the student?

- Evaluate the student's transcript to determine all remaining required courses, add these courses to their SAP Plan for Maximum Credits
- Write letter of support, if requested by student
- Review, highlight, sign and date the student's LC State transcript, indicating credits which apply to current degree or certificate
- **If working with a transfer student**, attach a highlighted, signed and dated Transfer Equivalency Report (TRER) indicating credits which apply to current degree or certificate. The TRER is available in Colleague or you can request assistance from your admin
- In some cases student may need to submit both a LC State transcript and a TRER

What other documentation does my student need to submit an appeal?

- SAP Appeal Form for Maximum Credits
- Signed letter of explanation stating why the student needs to extend the maximum allowable credits, specific information on how they plan to complete their degree, and the number of credits still needed to graduate
- Applicable documentation to support circumstances detailed in the letter of explanation (e.g., a letter from a medical provider, counselor, employer, faculty member, etc.)

How does my student submit their appeal?

- The completed appeal packet is submitted to the Financial Aid Office (email, fax, mail, drop off, doc attach in WarriorWeb)
- Appeals submitted by 3pm on Wednesday will go in for review that same week
- After appeal is reviewed, the student will receive a response through their LCMail

What if my student needs to change the classes listed on their SAP plan?

- Student will meet with you for approval of changes and then, submit a Revised Academic Plan
- A revised plan will need to be submitted to the Financial Aid Office by the 10th day of classes each semester

For detailed information on SAP, see link below:

www.lcsc.edu/financial-aid/financial-aid-policies/satisfactory-academic-progress-policy