

Satisfactory Academic Progress Appeal Form

Last Name	First Name	Student ID#
Email Address	Telephone Number	Next term of attendance

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas – GPA, Hours Earned and Maximum Time Limit – to be eligible for federal financial aid. It is the student’s responsibility to stay informed of the college’s Satisfactory Academic Progress policy and to monitor their own progress.

A student has the right to appeal the disqualification of their financial aid eligibility if they had an extenuating circumstance that negatively impacted their academic performance. Extenuating circumstances **do not include** working too much, poor time management, not understanding the SAP policy, or not knowing academic and financial aid dates of the institution. SAP Appeals will be handled on an individual basis. If the Director approves the petition, the student will be placed on a Plan of Study or Probation depending on the circumstance.

Check the reason for your appeal and follow instruction below. Please note: If appeal is incomplete (documentation or written statement not included or not readable), it will be returned to the student for completion.

- _____ Extenuating circumstance of a medical nature (i.e. illness or hospitalization, mental health issues)
 - Attach a written statement explaining the medical circumstance. Include information that the situation is better and how you plan to succeed academically if given another opportunity.
 - Attach supporting documentation (i.e. letter from health care provider, on official letterhead, listing dates and conditions that are specific to your reason for your appeal).
 - A Plan of Study completed by the student and their advisor showing the courses necessary to complete their program.

- _____ Family difficulties (i.e. death, divorce, or serious injury/illness of an immediate family member)
 - Attach a written statement explaining the situation. Include information on how this situation impacted your academic performance, and what your plan is for academic improvement.
 - Attach supporting documentation (i.e. copy of obituary, memorial program, or death certificate, court documents, signed statement from family member affected).
 - A Plan of Study completed by the student and their advisor showing the courses necessary to complete their program.

- _____ Other extenuating circumstances such as military deployment, personal problems, (be specific): _____
 - Attach a written statement explaining the circumstance and how it impacted your academic performance. Include how the situation has been rectified and how you plan to succeed academically if given another opportunity.
 - Attach supporting documentation (copies of legal documents, signed statements from other involved parties.)
 - A Plan of Study completed by the student and their advisor showing the courses necessary to complete their program.

- _____ Attempted maximum credits (you have attempted more than 150% of the required credits for your program of study.
 - Attach a written statement explaining the reason (i.e. changed majors, transferred in credits).
 - A Plan of Study completed by the student and their advisor showing the courses necessary to complete their program.

- _____ It has been one year since I was placed on financial aid disqualification
 - Attach a written statement explaining what has changed and why you will be academically successful.
 - A Plan of Study completed by the student and their advisor showing the courses necessary to complete their program.

Student’s Signature _____ Date _____

**Lake Region State College
Academic Plan of Study
For Financial Aid Purposes**

This plan is being requested to help you and your advisor determine your continued eligibility for Federal Financial Aid. It will be used to clarify your current program, how many credits remain for you to complete your program and verify that you have received proper advisement in the registration process. Please indicate the courses you plan to take during each term until the point of graduation from your program. **The Program Advising Sheet located on program web page can be used for the Academic Plan of Study. The Graduation-Audit feature in Campus Connection can be used to create a plan of study. Please consult with your advisor and have them review and sign the document. Then submit to the financial aid office.**

Current Degree (Cert., AA, AS, AAS, etc.): _____

Current Program: _____

Name of Program Advisor: _____

This plan was created as of this date: _____ Est. Graduation Date: _____

Fall/Spring/Summer Semester (circle one) 20____ - 20____ Academic Year

Course Name	No. of Credits
_____	_____
_____	_____
_____	_____
_____	_____

Fall/Spring/Summer Semester (circle one) 20____ - 20____ Academic Year

Course Name	No. of Credits
_____	_____
_____	_____
_____	_____
_____	_____

Fall/Spring/Summer Semester (circle one) 20____ - 20____ Academic Year

Course Name	No. of Credits
_____	_____
_____	_____
_____	_____
_____	_____

Fall/Spring/Summer Semester (circle one)

20____ - 20____ Academic Year

Course Name

No. of Credits

Fall/Spring/Summer Semester (circle one)

20____ - 20____ Academic Year

Course Name

No. of Credits

Fall/Spring/Summer Semester (circle one)

20____ - 20____ Academic Year

Course Name

No. of Credits

Advisor:

Please make any comments below that may assist in determining financial aid eligibility:

Student:

I understand that if my appeal is approved, I have agreed to adhere to the terms and conditions set forth in my approval notice in order to continue receiving federal financial aid. If I do not meet these requirements my financial aid status will revert to disqualification.

Student Signature

Date

Advisor Signature

Date

July 1, 2025

Satisfactory Academic Progress Appeal Form July 2025