



**Checklist for Satisfactory Academic Appeal and \*Term Limitation Process**

**Have you:**

1. \_\_\_ **Signed your request**
2. \_\_\_ **Met with an advisor/counselor**
3. \_\_\_ **Reviewed your Plan of Action with advisor/counselor**
4. \_\_\_ **Obtained the advisor/counselor's signature**
5. \_\_\_ **Submitted the required documentation to support your request. (Documentation must be date specific and address the reason as stated in the appeal.**
6. \_\_\_ **Submitted your request by the appropriate deadline (See application)**
7. \_\_\_ **If you did not submit your request by the stated deadline, please list  
date of submission: \_\_\_\_\_**
8. \_\_\_ **\*Obtained the required letter from the advisor/counselor which lists the courses needed for graduation for Term Limitation Appeals. This must be a detailed academic plan along with the graduation application signed by both the student and the academic advisor**

**OFFICE USE ONLY:**

Appeal is for: \_\_\_ SAP \_\_\_ Term Limit

Receipt Date: \_\_\_\_\_ Received by: \_\_\_\_\_



Bessemer Campus  
1100 9<sup>th</sup> Avenue SW  
Bessemer, AL 35021-0308  
(205) 929-3423

Birmingham Campus  
3060 Wilson Road  
Birmingham, AL 35221  
(205) 929-6380

## SATISFACTORY ACADEMIC PROGRESS APPEAL FORM FOR FINANCIAL AID

### Instructions:

1. Submit appeal by the appropriate deadline. (See below)
2. Before an appeal will be considered, you must have a Student Aid Report and all required paperwork on file for the semester for which you are requesting an appeal.
3. Attach any required documentation (letter confirming medical treatment/illness, confirmation of death in immediate family, etc...)
4. Attach a LSCC academic transcript. Grades for the most recent term of enrollment must be included on the transcript.
5. **Complete and submit Academic Plan of Action (Required)**
6. Return the Financial Aid Appeal Form **and all** required forms to the Office of Student Financial Services. Should you fail to submit all required documentation, your appeal will not be considered. **There will be only one appeal considered per student. Further appeals will not be reviewed. (Extenuating circumstances will be considered on a case by case basis.)**
7. **Please note that you are responsible for all registration expenses, unless otherwise notified.**
8. **Student will be notified of results of appeal via e mail listed below or letter. \*No information will be provided via phone.\***
9. **NO APPEAL CAN BE CONSIDERED FOR LIFETIME ELIGIBILITY USED BECAUSE THIS IS A FEDERAL MANDATE AND IS NOT SUBJECT TO AN APPEAL. (Public Law 112-74)**

NAME: \_\_\_\_\_ SS /ST ID# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

MAJOR \_\_\_\_\_

DATE: \_\_\_\_\_ E Mail \_\_\_\_\_

Appeal is to receive financial aid for (mark one): **Term:**  
**Regular Term & T1**

**Appeal due no later than:**  
**Term 2**

- Fall
- Spring
- Summer

**August 05, 2020**  
**December 18, 2020**  
**May 7, 2021**

**October 1, 2020**  
**February 16, 2021**  
**June 10, 2021**

Reason for appeal (mark one):

- GPA is below minimum requirement**
- Hours Earned are less than required (percentage)**
- Term limit --- You must attach a letter from an advisor stating the published courses remaining to meet LSCC graduation requirements, your *Plan of Action*, and your anticipated graduation date.**

Please write neatly (If additional space is needed, please attach a separate sheet of paper)

1. Have you been placed on **Academic** or **Financial Aid** suspension while attending LSCC or

BSTC?    \_\_\_ Yes                    \_\_\_ No

2. Have you submitted an appeal previously? \_\_\_\_\_ Date of previous appeal? \_\_\_\_\_ If so, what circumstances have changed since your last appeal? \_\_\_\_\_

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3. What extenuating circumstances beyond your control prohibited you from meeting Financial Aid Satisfactory Academic Progress requirements? Failure to address extenuating circumstances may result in denial of aid. **You must include extenuating circumstances even if this is not your first appeal.**

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4. Please explain what changes have occurred that will enable you to meet the required Satisfactory Academic Progress

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Realizing that multiple factors may have contributed to your lack of success, you are encouraged not only to consult your academic advisor, but also to discuss your situation with a staff member at LSCC who is qualified to assist you. You will need to discuss your concerns with the advising counselors, Student Support Services, or the Retention Counselor.

Academic Plan of Action

The following is an action plan to assist students in credit completion for the purposes of maintaining good academic standing and federal student aid eligibility. As part of the federal requirements for satisfactory academic progress (SAP) students must receive academic advising to assist the student in developing an academic plan. Students should complete their Plan of Action with a faculty or an academic advisor, and submit with appropriate signatures for financial aid appeals.

**\*\* A Degree Audit Plan will also need to be completed by the Faculty/Academic Advisor, in addition to this plan for MAXIMUM TIMEFRAME APPEALS\*\***

Student Information

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_

Other Phone: \_\_\_\_\_ Major: \_\_\_\_\_

Email: \_\_\_\_\_

Academic Profile

Student Academic History

- Prior Course Withdrawals ("W" grades)
- Academic Probation (cumulative GPA below 2.0)
- Prior I/D/F Grades
- Other: \_\_\_\_\_

Recommended Academic Course Selection

To be completed by a Faculty or an Academic Advisor

List of courses to be completed for the Academic Term (check one and write the year):

_____ Fall 20 _____ (yr) Academic Courses (12 hours=full time enrollment)	_____ Spring 20 _____ (yr)	_____ Summer 20 _____ (yr) Grade Point Goal (must be at least 2.0)
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- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |

**Advisor/Counselor – Please print name:** \_\_\_\_\_

Advisor/Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*You must have a faculty/staff member sign the certification statement and complete the comment section before submitting form to Student Financial Services. \*\***

**FACULTY/STAFF CERTIFICATION**

I certify that I have met with the above named student regarding his/her academic progress. I have also reviewed the academic plan for success, and I agree with or have made further suggestions to the student, as indicated below:

**Academic Progress**

1. Is the student's major the same as the previous term?  Yes  No
2. Is this student able to reasonably obtain a 2.0 Cumulative Grade Point Average by the end of academic term?  Yes  No
3. Is this student able to reasonably obtain a 2.0 Cumulative Grade Point Average within two terms if following an approved academic plan?  Yes  No
4. Is the student reasonably able to obtain the minimum Cumulative Grade Point Average based on the student's classification?  Yes  No

**Comments:**

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***My signature below indicates that I understand the following:***

- *I will meet with a Student Financial Services Advisor at midterm on \_\_\_\_\_.*
- *I understand that failure to abide by this plan will result in Financial Aid Suspension.*
- *I understand that I must receive a passing grade in all courses to continue.*
- *I understand that I cannot withdraw from any classes.*
- *I understand that it is my responsibility to meet with a financial aid staff member at the end of each semester to review my progress/status for the next semester.*
- *I understand that by my signature below, that decisions are processed on a case-by-case basis, and may be denied.*
- *I understand that **if my appeal is denied**, I will be ineligible to receive financial aid and will be responsible for payments toward my student bill until I meet the satisfactory academic progress standards.*

***Student Signature:*** \_\_\_\_\_ ***ID:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

**OFFICE USE ONLY:**

Comments:

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Review Date: \_\_\_\_\_  Approved  Denied

Students receiving federal financial aid through the Federal Pell Grant, Federal Supplemental Opportunity Grant (FSEOG), or Federal Work Study Program (FWSP) are required by federal regulations to make satisfactory progress toward a degree, diploma, or certificate in order to receive and retain eligibility for these funds. There are three components to satisfactory academic progress as explained below:

1. Students enrolled in a certificate, diploma, AS, AAS, AAT or AOT program requiring more than 26 credit hours must achieve a *cumulative* Grade Point Average (GPA) of:
  - 1.50 and 58% completion rate after attempting 0 -21 credit hours
  - 1.75 and 62% completion rate after attempting 22-32 credit hours
  - 2.00 and 67% completion rate after attempting 33 or more credit hours

Students enrolled in Short Certificate programs equal to 26 credit hours must achieve a *cumulative* Grade Point Average (GPA) of:

- 1.50 and 58% completion rate after attempting 0 -12 credit hours
  - 2.00 and 67% completion rate after attempting 13 or more credit hours
2. Students must successfully complete at least 62% of the classes attempted during their first academic year (32 credit hours or more, not including developmental courses); and 67% of the classes attempted after 33 or more credit hours.
  3. Students must successfully complete their Program of Study within the required time frame.

A student in violation of either of the first two components will be placed on a **Financial Aid Warning for one term**. During this warning term, the student will continue to receive federal aid but must improve his/her academic record so that the grade point average and hours completed are in compliance with policy. Failure to do so will result in **suspension** of financial aid. A student who completely withdraws from all classes during a warning period, will be placed on suspension. To be reinstated on financial aid, the student must attend full-time for at least one term at his/her own expense and bring his/her academic record into compliance with the policy. When policy requirements are met, the student must request in writing that his/her academic record be reviewed for reinstatement. If unusual circumstances contributed to the student's inability to make satisfactory academic progress, the student may appeal the decision to suspend federal aid by completing this form and submitting it to Student Financial Services by the dates indicated.

### **1. Financial Aid Warning**

If a student fails to achieve the required cumulative GPA or does not successfully complete the required percentage of hours, he/she will be placed on financial aid warning. The student remains eligible to receive financial aid while in warning status. Financial Aid Warnings will be lifted in a subsequent term if the student attains the required cumulative GPA and successfully completes the required percentage of hours.

### **2. Financial Aid Probation**

Probations may not be given automatically. If a student fails to achieve satisfactory academic progress by the end of a financial aid warning, or if a student fails to complete a program within the maximum time frame allowed he/she may submit the appeal form. If the appeal is successful, then the student is placed on probation, and thereby regain eligibility for financial aid for one payment period; or if he/she receives approval from the Appeals Committee to complete the program of study. If he/she makes satisfactory academic progress at the end of the probation payment period, their eligibility is reinstated, and they are eligible for aid for the next term.

### **3. Appeal Process**

The student may file an appeal by submitting a Financial Aid Appeal's Form along with a Plan of Action to the Financial Aid Appeals Committee. The Plan of Action must provide an academic resolution in addition to discussing the circumstances of their current financial aid situation. The Financial Aid Appeals Committee meets a minimum of **three** times a semester to consider appeals. Students may appeal financial aid suspension and termination from financial aid when they believe there are **extenuating circumstances** (e.g. - illness, incarceration, and transportation, death in the immediate family, income loss or documented undue hardship.) The circumstances given are examples, however, they are not limited to what is listed, and each must be documented.

### **4. Financial Aid Suspension**

If the student fails to follow the Plan of Action he/she will be suspended from federal financial aid. If placed on academic suspension, a student is NOT eligible to receive financial aid for the duration of suspension, even if he/she is readmitted to the College upon academic appeal. The student may gain eligibility for financial aid when satisfactory academic progress is obtained.

### **5. Monitoring Progress**

Academic progress for students at Lawson State Community College will be monitored at the end of each semester.

### **6. Repeated Courses**

Students may receive federal aid for repeated courses. However, a student can only repeat a successfully passed course using federal aid once. All terms of enrollment are considered when reviewing Satisfactory Academic Progress regardless of whether federal aid was received. Failing grades, withdrawals, incompletes, and/or repeated classes may result in financial aid suspension because these classes are considered as attempted hours not successfully completed (those hours are included in the maximum time frame.)

### **7. Developmental Courses**

A student may receive aid for up to 30 attempted developmental hours. If this number is exceeded, financial aid cannot cover any further attempted developmental courses. A student receiving federal financial aid may not enroll in the same developmental course more than three times in order to continue to receive aid.

### **8. Audit Courses**

Audited courses are not considered credits attempted or earned, and students cannot received financial aid for these courses.

### **9. Clock Hours**

Clock hour programs are reviewed at the end of each payment period.

### **10. Bankruptcy**

Bankrupted Classes will be factored into the completion rate, maximum time frame, and the GPA calculation.