

# Lawson State

COMMUNITY COLLEGE

Bessemer Campus  
1100 9<sup>th</sup> Avenue SW  
Bessemer, AL 35021-0308

Birmingham Campus  
3060 Wilson Road  
Birmingham, AL 35221

(205) 929-3423

(205) 929-2091

## 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. Submit a Plan of Action
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.**
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**

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

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

MAJOR \_\_\_\_\_

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

Appeal is to receive financial aid for (mark one): Term:

- Fall  
 Spring  
 Summer

Appeal due no later than:

August 09, 2013  
December 13, 2013  
May 2, 2014

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 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.

**State your Plan of Action to insure success:**

Please indicate what you have done or plan to do to insure that your academic performance will enable you to meet Satisfactory Academic Progress requirements:

\_\_\_\_\_  
(Please type your Plan of Action, obtain approval from advisor or counselor, and attach to Appeal)

***"Based upon the circumstances I have documented and the academic plan that I have developed, I am requesting that my financial aid eligibility be reinstated for this semester."***

***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.*

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

**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:

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Faculty/Staff 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. \*\***

**OFFICE USE ONLY:**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 after attempting 12-21 credit hours
  - 1.75 after attempting 22-32 credit hours
  - 2.00 after attempting 33 or more credit hoursStudents enrolled in Short Certificate programs equal to 26 credit hours must achieve a *cumulative* Grade Point Average (GPA) of
  - 1.50 after attempting 12-17 credit hours
  - 2.00 after attempting 18 or more credit hours
2. Students must successfully complete at least 67% (2/3) of the classes attempted each term.
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 **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/or successfully completes the required percentage of hours.

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

If a student fails to achieve satisfactory academic progress by the end of the financial aid warning, or if a student fails to complete a program within the maximum time frame allowed he/she may request a probation by completing the appeal form. The student may have probation lifted and thereby regain eligibility for financial aid during subsequent terms if he/she makes satisfactory academic progress or if he/she receives approval from the Appeals Committee to complete the program of study.

### **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 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 such as illness, personal, death in the immediate family, income loss or documented undue hardship.

#### **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 certificate and short certificate programs will be monitored at the end of each semester

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## 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
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

**OFFICE USE ONLY:**

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

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