



Lurleen B. Wallace Community College

P.O. Drawer 1418 • Andalusia, Alabama 36420

Financial Aid Appeal Form  
for Satisfactory Academic Progress Appeal

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Saints Email Address: \_\_\_\_\_ Cell Number \_\_\_\_\_

Program of Study \_\_\_\_\_ Credit hours needed to Graduate  
Or Major \_\_\_\_\_ in Program/Major: \_\_\_\_\_

I wish to enroll in the Fall  Spring  Summer  Year: \_\_\_\_\_

Advisor: \_\_\_\_\_

**Please review SAP guidelines and follow directions for submissions. Incomplete packets will not be presented to the Financial Aid Appeals Committee.**

**SAP Guidelines**

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas to be eligible for financial aid: **cumulative GPA, hours earned, and maximum time limit**. It is the **student's** responsibility to stay informed of the SAP standards and to monitor their own progress. In some cases, a student's failure to be in compliance with one or more areas of SAP is due to events totally beyond the student's control. ***If such mitigating circumstances can be documented for the specific term(s) when the deficiencies occurred, the student may submit this completed appeal form.***

**Examples of Mitigating Circumstances:**

Situations considered mitigating circumstances beyond a person's control include:

- Serious illness or injury to student that required extended recovery time.
- Death or serious illness of an immediate family member.
- Significant trauma in student's life that impaired the student's emotional and/or physical health.
- Other documented circumstances.

**Directions for Submissions:**

- Do NOT discuss your **need** for financial aid as part of your rationale for reinstatement of Title IV Federal Financial Aid. It is assumed by the Financial Aid Appeals Committee that any student filing an appeal is doing so based upon financial need.
- Appeals are submitted to the Financial Aid Office, and the outcome will be determined by the Financial Aid Appeals Committee. The student will receive a notification by phone or e-mail with the results.

- Students who receive a denial of their appeal will be required to make progress on their own (without the use of financial aid) until their progress is sufficient to qualify for financial aid again.
- Supporting documentation must be included with the submission.
- Incomplete applications will receive an automatic denial.

### **Circumstances for Financial Aid Appeal:**

A student may have more than one problem with SAP. If more than one category applies, a student should submit documentation for all that apply. Please check all that apply to your situation.

#### **Student is behind with GPA and/or number of attempted hours**

Financial aid students must meet certain GPA requirements and must complete a certain percentage of the classes they attempt in order to remain eligible to receive financial aid. Each time a student withdraws from a class or fails a class, it is considered as attempted but not completed. See the College Catalog or College website for specific SAP requirements for student level. Attach the items listed below in numbers 1-3 to this form before submitting your appeal to the Financial Aid Office.

- 1. A detailed letter of explanation.** Please make sure to address the specific semesters when you experienced academic problems or withdrawals. Include what actions you took to make an effort to meet your responsibilities during the time of your mitigating circumstances and how your circumstances have improved.
- 2. An Academic Plan** showing the courses you must take to graduate from LBWCC with your declared major. Please create a plan for each semester you plan to enroll until you graduate. (Appendix A)
- 3. An Unofficial Transcript**
- 4. Supporting Documentation**

#### **Student has attempted 150% of credit hours required for graduation in their program of study/major or cannot complete their major in 150% of their program**

Students are allowed to take up to 150% of the credit hours required to complete their program of study while receiving financial aid. Example: A student's major requires 60 credit hours to complete.  $60 \times 150\% = 90$  credit hours. Once this student has attempted more than 90 hours in a 60-hour program and has still not graduated, they will be considered as to have exceeded the 150% or max time frame **regardless** of GPA or completion percentage. Students who exceed max time frame or cannot complete their program in 150% of their program and want to continue on financial aid must have documented circumstances of why they should be allowed to continue to receive financial aid. Attach the items listed below in numbers 1-3 to this form before submitting your appeal to the Financial Aid Office.

- 1. A detailed letter of explanation.** Please make sure to address why you have attempted courses to equal more than 150% of the hours in your program or why you have attempted so many hours that you cannot complete your current program of student in the allowed 150% total credit hour required to complete your degree. Include what actions you took to make an effort to meet your responsibilities during the time of your mitigating circumstances and how your circumstances have improved.
- 2. An Academic Plan** showing the courses you must take to graduate from LBWCC with your declared major. Please create a plan for each semester you plan to enroll until you graduate. (Appendix A) This plan should include your long term goals and why you have not met graduation requirements. It should also include what actions you have taken to make sure you graduate in the near future.
- 3. An Unofficial Transcript**
- 4. Supporting Documentation**

**Completed appeal form and documentation must be submitted no less than 10 days prior to the first day of the semester to, or the appeal will be reviewed for the next term. Submit completed form to:**

LBWCC Financial Aid Office  
 PO Box 1418  
 Andalusia, AL 36420

**PLEASE READ AND SIGN BELOW:**

**I understand, that the decision of the Financial Aid Appeals Committee is final. If I am re-instated on Financial Aid Probation, I must follow my Academic Plan and, if eligible, I must apply for the Student Support Services (SSS) program within the first ten (10) days of class and I must stay in contact with the Director of Student Success. I must comply with all requirements and recommendations from the Financial Aid Committee, Student Support Services and the Director of Student Success. I understand that documentation will be provided by SSS personnel and the Director of Student Success to the Financial Aid Office, which will be reviewed before the Financial Aid Probation will be removed.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**OR OFFICE USE ONLY**

Hours Attempted \_\_\_\_\_ Hours Completed \_\_\_\_\_ GPA \_\_\_\_\_

Major change \_\_\_\_\_

Appeal Committee:  Approved  Denied

Recommendation \_\_\_\_\_

\_\_\_\_\_  
FA Official Signature

\_\_\_\_\_  
Date

Copy of Appeals Decision and Requirements sent to student on \_\_\_\_\_ via Saints Email