

## Satisfactory Academic Progress Appeal Form

**Appeal Deadline:** Your Satisfactory Academic Progress (SAP) appeal *must be received by the deadline for last day to drop classes for the term in which you are seeking a review. Please reference the current year's [academic calendar](#) for specific dates.*

Check the appropriate term listed below:

**FALL SEMESTER**

**SPRING SEMESTER**

**SUMMER SEMESTER**

### Student Information

LMC Student ID #	Student's Last Name	Student's First Name	MI
Address	City	State	Zip
Program of Study	Phone Number		
Email Address (other than school email)			

Students have the right to appeal the loss of financial aid due to not meeting the Satisfactory Academic Progress Policy. The U.S. Department of Education regulations (34 CFR 668.34) state that you must meet one of the following criteria to appeal your suspension from financial aid:

- (1) Death of a relative of the student; (2) Injury or illness of the student; (3) Other circumstances that result in undue hardship to the student

### Before submitting your appeal application, please complete the following:

**Step # 1: Schedule an appointment with your Academic Advisor**

Set up an appointment to discuss your Student Education Plan by calling 269-927-8128.

**Step # 2: Collect and attach supporting documentation and Personal Statement**

- (1) Provide third-party documentation on professional letterhead to support your appeal. A third party is someone not related to you (clergy, social worker, caseworker, counselor, doctor) who is familiar with your situation and can support the reason for the appeal.
  - a. See the back of this form for examples of acceptable types of third-party documentation that can be used to substantiate the basis of your appeal.
- (2) Explain the extenuating circumstances in detail that prevented you from meeting the Satisfactory Academic Progress standards and what has changed to allow you to meet SAP standards at your next evaluation period. (Refer to the Satisfactory Academic Progress Policy on our webpage).
  - a. Personal statements **must** be included with your appeal, if one is not received the appeal will not be reviewed for a decision. (Use a separate sheet of paper. A one-sentence response is not acceptable)

**Step # 3: Answer the following question**

- (1) Students are expected to meet with their Academic Advisor for a mid-term check-in while on FINANCIAL WARNING. Did you meet with your Advisor in the previous semester in which you were fell into FINANCIAL WARNING status?
 

YES	NO
-----	----

### Student Certification

I certify that all information and documentation I have submitted pertaining to this appeal is true and accurate. I understand that the decision of the Financial Aid Appeal Committee is final and cannot be overturned or reversed.

Student Signature	XXX-XX- Last 4 digits of SSN	Date
-------------------	---------------------------------	------

## SATISFACTORY ACADEMIC PROGRESS APPEAL DOCUMENTATION

Circumstance		Documentation (please provide at least one of the following)
<b>Medical Condition</b>  (Any letter(s) should state the nature of your illness/injury, the date(s) of occurrence, and that you are able to return to school.)	Surgery/Hospitalization	*Letter stating doctor advised period of recovery *Record of doctor visits *Hospitalization records *Copies of medical bills documenting illness/injury
	Mental Health Issue	*Letter from doctor, therapist, or counselor
	Dental Emergency	*Record of dental visits *Letter from dentist *Letter stating dentist advised period of recovery
<b>Student's Children</b>	Child's Medical Condition	*Records from daycare/school that child was required to be kept home (include in appeal the reasons that alternative care was not available and what the plan is if this should occur in the future) *Records from doctor visits *Letter stating doctor advised period of recovery *Hospitalization records
	Daycare Issue	*Letter from former daycare provider *Letter from new daycare provider
<b>Additional Circumstances</b>	Death of a Loved One	*Obituary *Funeral program *Death certificate *Letter from counselor *Documentation should include date and indicate relationship to the deceased
	Eviction	*Eviction notice *Letter from transitional housing program
	Assault/Domestic Abuse	*Police report *Court documentation *Letter from clergy, social worker, counselor, doctor

**ONLY COMPLETE APPEALS WILL BE FORWARDED TO THE APPEAL COMMITTEE FOR REVIEW**

- **Submit your appeal form and supporting documents to the Financial Aid Office or email your complete packet to: [finaid@lakemichigancollege.edu](mailto:finaid@lakemichigancollege.edu); ensure all documents supporting your claims are attached to this appeal.**
- **The Appeal Committee reserves the right to deny your SAP Appeal for unsubstantiated extenuating circumstances.**