

## Advisor Guide to Satisfactory Academic Progress (SAP) Appeal for Reinstatement of Eligibility

### Why does my student need to appeal?

- Student's LCSC cumulative GPA is below 2.0 and / or
- Student's completion rate of attempted credits is below 67%

### Where are the SAP Appeal forms located?

- LCSC website: [lcsc.edu/financial-aid/financial-aid-forms](http://lcsc.edu/financial-aid/financial-aid-forms)
- Scroll to the desired year and select Satisfactory Academic Progress

### What is my role as an advisor in helping the student appeal?

- Advise student in planning 3 semesters of courses to list on their SAP plan for reinstatement
- Write letter of support, if applicable

### What other documentation does the student need to appeal?

- SAP Appeal Form for Reinstatement
- Letter of explanation stating the circumstances preventing the student from being successful, provide details on how issues were resolved, indicate how future performance will not be impacted
- Applicable documentation to support circumstances detailed in the letter of explanation

### How does my student submit their appeal?

- The completed appeal packet is submitted to the Financial Aid Office (email, fax, mail, drop off)
- Appeals submitted by 3pm on Wednesday will go in for review that same week
- After appeal is reviewed, the student will receive a response through their LC mail

### What if my student needs to change the classes listed on their SAP plan?

- Student will meet with you for approved changes
- A revised plan will need to be submitted by the 10th day of classes each semester

### Helpful

#### Tips

- Double check for signatures on plan, forms and letters of support
- Be sure to include classes on the SAP plan for the semester the student is appealing, may be the current semester
- If appeal is approved, student must pass all classes on the plan with a 2.0 or higher GPA to remain eligible

For more information on SAP, see link below:

[www.lcsc.edu/financial-aid/financial-aid-policies/satisfactory-academic-progress-policy](http://www.lcsc.edu/financial-aid/financial-aid-policies/satisfactory-academic-progress-policy)

## **Advisor Guide to Satisfactory Academic Progress (SAP) Appeal for Extension of Maximum Credits**

### **Why does my student need to appeal?**

- Student has reached or exceeded 85% of the maximum allowable credits for their educational objective
- This includes all attempted credits, no matter the grade or source (transfer, military, precollege, etc.)

### **Where are the SAP Appeal forms located?**

- LCSC website: [lcsc.edu/financial-aid/financial-aid-forms](http://lcsc.edu/financial-aid/financial-aid-forms)
- Scroll to the desired year and select Satisfactory Academic Progress

### **What is my role as an advisor in assisting the student?**

- Evaluate students transcript to determine all remaining required courses, add these courses to their SAP Plan for Maximum Credits
- Write letter of support, if applicable
- Review, highlight, sign and date the student's LCSC transcript, indicating credits which apply to current degree or certificate
- **If transfer student**, attach a highlighted, signed and dated Transfer Equivalency Report (TRER) indicating credits which apply to current degree or certificate. The TRER is available in college or you can request assistance from your admin.
- In some cases student may need to submit both a LCSC transcript and a TRER

### **What other documentation does my student need to appeal?**

- SAP Appeal Form for Maximum Credits
- Letter of explanation stating why the student needs to extend the maximum allowable credits specific information on how they plan to complete their degree and the number of credits still needed
- Applicable documentation to support circumstances detailed in the letter of explanation

### **How does my student submit their appeal?**

- The completed appeal packet is submitted to the Financial Aid Office (email, fax, mail, drop off)
- Appeals submitted by 3pm on Wednesday will go in for review that same week
- After appeal is reviewed, the student will receive a response through their LC mail

### **What if my student needs to change the classes listed on their SAP plan?**

- Student will meet with you for approved changes
- A revised plan will need to be submitted by the 10th day of classes each semester

For more information on SAP, see link below:

[www.lcsc.edu/financial-aid/financial-aid-policies/satisfactory-academic-progress-policy](http://www.lcsc.edu/financial-aid/financial-aid-policies/satisfactory-academic-progress-policy)