

Luzerne County Community College
Financial Aid Satisfactory Academic Progress Appeal Form

Section A: Student Information

Name: _____ Student ID # _____

Phone Number (home) _____ (cell) _____

Email: _____

Current Major: _____ Expected graduation date: _____

Academic Advisor/Counselor _____

Semester for appeal to be approved: Fall 20____ Spring 20____ Summer 20____

Students who are not meeting the satisfactory academic progress (SAP) policy may appeal for reinstatement of financial aid eligibility for a **one-time** exception. An appeal can only be submitted if a student's failure to make satisfactory academic progress is based upon events **beyond their control**. *These events must coincide with the time frame in which the student was not academically successful.*

If your appeal is approved, you must complete each course for which you are registered and receive a grade of **C** or better for each course. If you withdraw from any course, receive an incomplete grade or a grade of **D** or **F**, you will not receive aid in the following semester.

Section B: Reason for Appeal

Cumulative GPA My pass completion rate is below 67% I have exceeded 150% max time-frame

Please indicate which circumstance below best applies to you:

- Illness or Injury which prevented my attending class (*please attach medical records or doctor's letter on doctor's letterhead – must include date of illness or injury*).
- Illness of Family Member which prevented my attending class (*please attach medical records or doctor's letter on doctor's letterhead – must include date of illness or injury*) Death of Family Member (*please attach obituary, funeral program or death certificate – must include date*).
- Required Court Dates (*please attach court documents*).
- Other unavoidable event and third party documentation of event on organization letterhead (*i.e. licensed counselor, social worker, pastor, teacher – no family members*).
- I have exceeded 150% max time-frame. (*please attach documentation verifying you will complete your academic program within one additional term*)

Examples of reason which are not considered suitable justification of appeals:

- I was young; I attended in high school; I didn't take school seriously before; I made mistakes.
- I attended many years ago and have come back to school recently.
- I did not realize how much withdrawals would hurt my financial aid.
- Transportation problems.
- Voluntary change in work hours.
- Ignorance of College Policy (e.g. withdraw deadline, satisfactory academic progress policy)
- Dislike of instructor, class, or course work being too difficult
- Never attended class.

(over)

Section C: Written Explanation of Extenuating Circumstance(s) REQUIRED

Complete a separate typed essay explaining why you were not able to meet SAP (GPA/Completion Rate or Max Time Frame). Be as detailed as possible. Please attach the additional page(s) to the appeal form. Answer the following questions relating to the extenuating circumstance(s) indicated above:

1. Why you failed to make satisfactory academic progress?
2. What has changed?
3. What steps have been taken to ensure that the minimum standards will be met in the future?

Section D: Meet with an Advisor or Counselor to Complete Academic Plan (REQUIRED)

In order for an appeal to be considered, students must meet with an Academic Advisor/ Counselor to: (1) ensure they are able to mathematically meet the Satisfactory Academic Progress (SAP) standards at the end of a stated period of time and (2) to complete an **Academic Plan Form**(<http://www.luzerne.edu/financialaid/forms.jsp>) which places them back on track to meeting SAP. Students should meet and consult with their faculty advisor or academic counselor, when applicable, regarding appropriate selection and sequencing of courses. **AN ACADEMIC ADVSIOR/COUNSELOR’S SIGNATURE IS REQUIRED BELOW TO VERIFY MEETING WITH STUDENT TO DEVELOP HIS/HER ACADEMIC PLAN OR THE APPEAL WILL BE REJECTED.**

Section E: STUDENT CERTIFICATION OF INFORMATION

By signing below, I certify and understand the following:

- The information I have provided is true and complete to the best of my knowledge. Furthermore, I realize that additional information may be requested by the Financial Aid Office to further support my appeal.
- Submission of the appeal does **not** guarantee federal financial aid eligibility. If I register for classes prior to receiving an appeal decision, it is my responsibility to make payment arrangements to secure my courses.
- The maximum number of appeal approvals any student may have during their time at Luzerne is one (1).
- Once a final decision has been reached regarding my appeal for federal financial aid, I will be sent notification which may include electronically. Therefore, it is my responsibility to check my LCCC student e-mail account frequently during this period.
- If I am granted an appeal approval, I will be placed in federal financial aid probation status and must meet the terms of my appeal and the standards outlined in my Academic Plan. Federal Financial aid cannot be processed for any subsequent semester until current semester grades are posted and reviewed.
- If I fail to meet the GPA and/or Completion Rate requirements, my eligibility for federal financial aid will be terminated. I will be ineligible for federal financial aid until I regain SAP.
- If I fail to meet the 150% Max Time Frame requirement, my eligibility for federal financial aid will be terminated. I will no longer be eligible for federal financial aid at Luzerne County Community College. I may continue to attend LCCCC at my own expense. Alternate sources of funding include the Tuition Payment Plan and alternative loans.

Student Signature

Date

Academic Advisor/Counselor Signature

Date

**Return this form to:
Financial Aid Office, Luzerne County Community College
1333 S. Prospect St. Nanticoke, PA 18634
Tele: 570-740-0389 Fax: 570-740-0347 Email: fao@luzerne.edu**