



Satisfactory Academic Progress (SAP) Appeal

Middletown Campus
 173 Skirmisher Lane | Middletown, VA 22645
 Phone: 540-868-7130 | Fax: 540-868-7274

Fauquier Campus
 6480 College Street | Warrenton, VA 20187
 Phone: 540-351-1519 | Fax: 540-347-6212

Email: finaid@lfcc.edu
 Website: www.lfcc.edu/finaid

Student's Name (printed): _____

Student ID #: _____

Semester of Appeal: (check one) Fall _____ Spring _____ Summer _____

DETERMINE YOUR SAP RULE: Login to MyLFCC → Click SIS → Click Student Center → Click To-Do List

The SAP Appeals Committee will meet to review all complete appeals, and decision notifications will be sent via your Message Center within 5-7 Business days after review. **By submitting this appeal, you understand that the decisions made by the Committee are final and cannot be appealed.**

Please Note: If you are currently enrolled and appealing for the upcoming semester, all current semester grades must be reviewed before your appeal decisions can be determined.

SAP Rule	Required Documentation
<input type="checkbox"/> GPA Rule- Cumulative GPA is below the minimum <input type="checkbox"/> 67% Rule- Academic progression is below the minimum <input type="checkbox"/> 150% Rule- Exceeded the maximum SAP time frame	<p align="center"><u>PART ONE:</u></p> <input type="checkbox"/> PRINT your Academic Requirements. 150% Rule students must indicate the courses needed to graduate. <i>Login to MyLFCC → Click SIS → Click Student Center → Select Academic Requirements from dropdown under other academics.</i> <input type="checkbox"/> STATE your anticipated graduation date: _____ SEMESTER and YEAR <input type="checkbox"/> SIGN SAP Appeal (Page 2).
Special Circumstances	<p align="center"><u>PART TWO:</u></p> <p align="center">ONLY FOR STUDENTS APPEALING THE GPA & 67% RULE</p> <input type="checkbox"/> ATTACH a one-page explanation of what happened and what has changed <u>NOTE:</u> Include your name and student ID number at the top of the page. The explanation must include: <ul style="list-style-type: none"> • What happened and why the event(s) caused you to be unable to maintain satisfactory progress. • What has changed and what steps you have taken or will take to achieve and maintain satisfactory academic progress. <input type="checkbox"/> ATTACH Supporting Documentation <ul style="list-style-type: none"> • A doctor's statement, copy of hospital, urgent care, or physician's bill, an obituary, funeral notice, or death certificate. <input type="checkbox"/> COMPLETE the Academic Success Plan (Page 2) with your Academic Advisor.

NOTICE:

- Lack of awareness of withdrawal policies and/or requirements for SAP and lack of preparation for college coursework are **not** acceptable reasons for an appeal.
- Financial aid can be used only to pay for courses required for your degree or eligible program.
- Students that have already completed 2 degrees at LFCC are not eligible for aid, even if aid was not used for those degrees.
- Submission of an appeal form does not guarantee approval. If your appeal is approved, you must follow your academic action plan to receive aid. If your appeal is denied, you are not eligible for financial aid. You must meet SAP standards to become eligible for financial aid.



Academic Success Plan

ONLY FOR STUDENTS APPEALING THE 67% & GPA RULE

LFCC is committed to helping you reach your academic and career goals. This worksheet is designed to help you develop a plan for returning to good academic standing.

The Academic Success Plan must be completed with your Academic Advisor--ALL required steps and documentation must be completed prior to the appointment. To schedule an appointment, go to or call your Advising Office.

	Middletown	Fauquier	Luray
<i>General Advising</i>	540-868-7110	540-351-1507	540-843-0722
<i>Disability Support</i>	540-869-0758	540-351-1517	540-869-0758
<i>Veterans Services</i>	540-868-9753	540-868-9745	540-868-9753
<i>Great Expectations</i>	540-869-0631	540-869-0631	540-869-0631
<i>TRIO</i>	540-868-9750	N/A	540-868-9750

I understand that I must take the following actions this semester, which are essential for all students seeking academic success:

- Attend all classes except in cases of emergency or illness. In these cases, I will notify my instructors immediately and develop a plan with them as soon as possible to make up any missed assignments.
- Keep track of my grade progress in all my classes by checking Canvas or contacting my professor.
- Meet with my instructor immediately for assistance if a grade on any assignment or test is below a C.
- Meet with my Academic Advisor throughout the semester and immediately for assistance if anything occurs that may affect my academic success.
- Utilize LFCC resources to assist me.

LFCC Resources that can help me be Successful:

Professor Academic Tutoring Academic Advisor SDV 100(101)	Library Career Services Community Resources Virginia Wizard	Other: _____ _____
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Advisor Recommendations & Comments:

<input type="checkbox"/> No Withdraws <input type="checkbox"/> No D's or F's <input type="checkbox"/> Minimum 2.0 GPA <input type="checkbox"/> Credit Load: _____ <input type="checkbox"/> No web based courses <input type="checkbox"/> Enrollment ONLY in suggested/alternative course list. <input type="checkbox"/> FAO Contact Advisor	_____ _____ _____ _____ _____ _____ _____
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By signing below, you certify that you have met with your Advisor to discuss the factors that contributed to your academic difficulty previously as well as the actions needed to deal with them as detailed in your attached written statement.

Student Signature: _____ Date: _____
 Advisor Signature: _____ Date: _____

Financial Aid Office Use Only:

<input type="checkbox"/> Warning <input type="checkbox"/> Academic Plan <input type="checkbox"/> Not Reinstated	<input type="checkbox"/> Probation <input type="checkbox"/> Final semester	Checklist <input type="checkbox"/> View Packaging Status Summary <input type="checkbox"/> SAP-Warning/APP Page <input type="checkbox"/> Lock FA Term	<input type="checkbox"/> Complete Checklist <input type="checkbox"/> Message Center Notification <input type="checkbox"/> Complete Comment
FAO Staff Signature: _____		Date: _____	