2026-2027 Financial Aid Satisfactory Academic Progress Appeal Form

Warning: This appeal is for Financial Aid Only. This will not satisfy an academic appeal or any prior debts owed to the college.

Student Name _____

Phone _____ Student ID _____

Complete Mailing Address

_____

_____

LOC Email Address _____@loc.edu

Personal Email Address _____

Students not only have to maintain the minimum GPA but must pursue and complete courses at a rate that will allow them to earn their degree in a reasonable time. The College has established standards that define a minimum rate of progress toward the degree. Any student receiving State and Federal Financial Aid must earn at least 67% of all attempted hours. For more information on LeMoyne-Owen's SAP policy, refer to pages 42-51 in the College Catalog.

- Financial Aid Appeals must be typed and submitted to the Financial Aid Satisfactory Academic Progress Committee (FASAP) by email to FASAP@loc.edu by the above listed submission deadlines. Please submit all documentation at the same time.
- Your appeal must be signed and include supporting documentation (see below). Incomplete appeals will be denied and returned to you. You will be considered a Self-Pay student and will need to make payment arrangements with the Bursar's Office.
- Appeals will be reviewed by the FASAP committee to determine the students' eligibility. Notification of the decision will be in writing, and sent to your LOC email, normally within ten days of the appeal.

What extenuating circumstance are you appealing?

(Please Choose Only One)

☐ Medical / Health Issues / Serious Family Emergency	☐ Death of an Immediate Family Member
☐ Divorce	☐ Homelessness
☐ Major Accident or Illness	☐ Work Commitments
☐ Loss of Transportation	☐ Long Term Jury Duty
☐ Incarceration / Legal Issues	☐ Crime Victim / Unexpected Disaster

Your separate, typed, appeal MUST address and answer the following questions:

- Why did you fail to make satisfactory academic progress?
- What steps have you taken to eliminate these problems?
- What plans will you put in place to improve your study skills and prevent former problems from occurring again and negatively impacting your academic achievement?
- What has changed in your situation that will allow you to demonstrate SAP at the next evaluation?

Supporting Documentation for Extenuating Circumstances

Extenuating circumstances are formally defined as: "circumstances beyond the student's control which cause the student to perform unsatisfactory in their coursework or examinations than otherwise might have been expected.

Medical / Health Issues / Serious Family Emergency — Physician's statement or copies of medical records along with two letters to verify situation.
Death of an Immediate Family Member — Copy of Death Certificate or Obituary (Relationship must be verifiable).

Divorce — If pending, provide a letter from an attorney on letterhead. If final, provide a copy of the divorce decree.
Homelessness — Must provide two letters to verify the situation.

Major Accident or Injury (Self, Child or Parent)-Provide police report or Physician/Medical Records if injured.

Work Commitments (Preventing Student from Attending Class) — Must have statement from employer on company letterhead.

Loss of Transportation (Preventing Student from Attending Class)-Provide estimate or documentation from repair company, if being repaired; If not, provide two letters to verify situation and estimated dates for repairs to be completed.

Long Term Jury Duty — Provide copy of jury duty notice including expected service time.

Incarceration / Legal Issues — Provide copy of release papers showing incarceration dates; Letter from attorney, on letterhead, if applicable; Court documents, if applicable.

Crime Victim / Unexpected Disaster — Provide police report or official record of disaster.

Circumstances NOT Considered

Minor Ailments and Illnesses such as colds, coughs, sprains & headaches

Personal Disruptions or Events (which could have been anticipated) Holidays, Weddings, Single Parenting, Lack of Childcare, Repeated Transportation Issues, Moving, Employment, Religious Holidays or Festivals which are usually known in advance.

Study-Related Circumstances — Computer Failure, Printing Problems, Unavailability of Books or Photocopying Problems as these should be factored into your workload.

Student is not meeting the following SAP requirements. Check all that apply.

_____ Qualitative Measurement (GPA / <2.0) Junior or Senior

_____ Qualitative Measurement (GPA / <1.75) Sophomore

_____ Qualitative Measurement (GPA / <1.50) Freshmen

_____ Quantitative Measurement (Pace of Completion / <67%)

_____ _____

Student Signature Date

For Office Use Only:

_____ Approved

_____ Denied

Comments:_____

_____

_____

_____

_____ _____

Director/Assistant Signature Date