



Satisfactory Academic Progress Appeal Advisor Form

Student Name LMU ID

For Use by Dean's Office Official/Academic Advisor

The student listed above has not met the minimum Satisfactory Academic Progress (SAP) requirements to receive financial aid. SAP requirements measure both the qualitative and quantitative progress of coursework completed. SAP includes the following three elements:

Federal Regulations Require:	Undergraduate	Post Bacc/Pre-Med Post Bacc	Graduate
Minimum GPA	2.0	3.0/3.2	3.0
PACE Minimum	67%	67%	3 units per semester or summer term
Maximum Timeframe	May not exceed 150% of the required units (120) = 180 units	May not exceed 150% of the required units (120) = 180 units	May not exceed five (5) years

To continue to receive financial aid in a Financial Aid Probation status, the student is required to submit a first and second/final Satisfactory Academic Progress (SAP) Appeal and provide an academic plan. The academic plan, created with the student's advisor, should recommend coursework and minimum grades such that the student can meet the minimum SAP requirements after their next term of enrollment.

However, if the advisor deems the student cannot meet all minimum SAP requirements in one term, the advisor may provide an academic plan containing multiple terms. This multiple term academic plan should lead to the student meeting the minimum SAP requirements as outlined above. The advisor may also provide an academic plan for one term and indicate that further updates to the student's academic plan will be based on the prior term results.

SECTION 1: SELECT ONE OF THE FOLLOWING

- This academic plan will allow the student to meet the minimum SAP requirements after their next term of enrollment.
- The student cannot meet the minimum SAP requirements after their next term of enrollment. I have provided an academic plan containing multiple terms, which should lead the student to meeting the minimum SAP requirements.
- The student cannot meet the minimum SAP requirements after their next term of enrollment. I have provided an academic plan for their next term of enrollment and will review the student's progress after the conclusion of this term. An updated academic plan will be provided after review of this term.
- The student has been recommended to change their major to _____ and/or drop their minor in _____.



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SECTION 2: ACADEMIC PLAN

Please complete all below that apply (or provide an attachment):

I have reviewed and approve of the student's _____ schedule of classes.
(SEMESTER)

I require that the student receive minimum grades in the following coursework:

Term of Enrollment	Course Number	Course Subject Code	Course Title	Course Units	Minimum Grade Required

I have recommended regular meetings with me throughout the semester to monitor progress.

Student has been advised to obtain tutoring.

Other advisor comments:

Please provide a copy to the student and upload the Academic Plan directly to LMU Financial Aid as indicated below.

Dean's Office Official/Advisor Signature _____ Date _____

Student

By signing below, you attest to the following: I understand that I will be held accountable for completing the steps outlined for each semester of this Academic Plan. To regain eligibility, I understand that I must follow the academic plan provided by my academic advisor. This plan is for financial aid purposes and it does not act as a substitute for the LMU's review of your academic standings.

Student Signature _____ Date _____

How To Submit This Form

**Mail: LMU Financial Aid
1 LMU Drive, Suite 270
Los Angeles, CA 90045**
Phone: 310.338.2753
Fax: 310.338.2793

The Department of Education requires that documents containing personally identifiable information (PII) must be transmitted through secure means. This form cannot be submitted via email. You may mail or fax this form to the address or fax number listed to the left, or you may submit it as a PDF through our Secure Upload page available at financialaid.lmu.edu/upload

For Office Use Only:
RRAAREQ - APSAP at R
Etrieve - SAP Appeal

FAO Staff Initial _____
Date: _____