



First Satisfactory Academic Progress Appeal Form

Student Name LMU ID

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You are on a Financial Aid Satisfactory Academic Progress (SAP) status of "DENY" due to not meeting the minimum satisfactory academic progress requirements to receive Financial Aid. You may submit a First Satisfactory Academic Progress Appeal Form. If you are approved, you will be placed on your first Financial Aid Probation and regain eligibility to receive Financial Aid for your following term of enrollment. In your next term of enrollment, you will need to meet the minimum SAP requirements, or the academic plan set out with your advisor to continue to receive financial aid.

I am submitting this SAP Appeal Form to regain financial aid eligibility for the semester indicated below:

Fall _____ Spring _____ Summer _____
(Year) (Year) (Year)

Federal regulations, which became effective July 1, 2011, require that your Financial Aid Satisfactory Academic Progress appeal contain the following elements:

- (1) the reason(s) why you have not maintained satisfactory academic progress, and**
- (2) what you intend to do to meet the satisfactory academic progress requirements by the end of your next term of enrollment.**

It is important that you explain your circumstances in detail. If your SAP problem developed over the course of several semesters, you must explain the circumstances for each term. **Generalized statements covering multiple semesters will not be sufficient for our consideration of your appeal.** Your academic plan must recommend coursework and required minimum grades that will allow you to meet the minimum SAP requirements after your term of enrollment.

SECTION 1: SATISFACTORY ACADEMIC PROGRESS

Your appeal should address the conditions that resulted in you not meeting the SAP requirements. You may review the federal requirements as outlined on our website (<https://financialaid.lmu.edu/financialaidpolicies/>) and selecting the appropriate section as outlined below:

- [Maintaining Satisfactory Academic Progress for Undergraduate and Post Baccalaureate](#)
- [Maintaining Satisfactory Academic Progress for Graduates](#)

SECTION 2: REQUIRED DOCUMENTATION

Please attach the following REQUIRED documentation.

- A current Academic Plan:** All SAP Appeals must include a current Academic Plan, dated within the last 60 days. You will need to schedule an appointment with your academic advisor who will assist you in mapping your educational goal and provide the tools you need to meet the minimum financial aid satisfactory academic progress standards. The required *Satisfactory Academic Progress Appeal Advisor Form* is available in the forms section of our website (<https://financialaid.lmu.edu/generalinformation/forms/>). Your academic advisor should submit the academic plan directly to LMU Financial Aid.
- Supporting Documents:** It is very important to attach supporting documents, such as a doctor's note or accident report, that support the circumstances in your appeal.
- Personal Statement:** You must explain your circumstances in detail, and how you plan to meet the minimum SAP standards moving forward. Your statement should address (1) the reason(s) why you have not maintained satisfactory academic progress, and (2) what you intend to do to meet the satisfactory academic progress requirements by the end of your next term of enrollment, as noted at the beginning of this form.



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SECTION 3: CONDITIONS OF APPEAL

Please read and sign below. Your signature indicates your understanding of the conditions of your appeal and that all information reported on this form and any attachments are true, complete, and accurate.

- I understand that if my appeal for reinstatement is APPROVED, I will be placed on my First Financial Aid Probation.
- I understand that if my appeal for reinstatement is APPROVED, my status will be reviewed after the conclusion of the term for which I am appealing, as indicated at the beginning of this form. If I meet the minimum SAP requirements during this review, I will be removed from Financial Aid Probation.
- I understand that if I meet the requirements of my academic plan for one term, but do not meet the minimum SAP requirements, I will be required to submit an updated academic plan from my advisor and will continue on Financial Aid Probation.
- I understand that if I do not meet the requirements of my academic plan, I will be denied financial aid but may submit a **'Second Satisfactory Academic Progress Appeal Form'** which will need to provide new and different circumstances detailing why I was unable to meet the requirements of my academic plan.
- I understand that I am permitted to submit a financial aid satisfactory academic progress appeal only once in regards to a change of major.
- I understand that false statements and/or misrepresentations will result in denial, reduction, withdrawal, and/or repayment of aid disbursed and student disciplinary action may be taken.
- I understand that if my appeal is NOT APPROVED, I will be denied further financial aid until I meet the minimum SAP requirements. If I continue as an active student, I may continue enroll via payment plan or alternative financing.

Your appeal will not be reviewed until both the First Satisfactory Academic Progress Appeal Form and the Satisfactory Academic Progress Appeal Advisor Form are submitted. Our Secure Document Upload Portal is the fastest, most efficient way to submit materials to LMU Financial Aid.

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: _____

Please note: LMU Financial Aid is required to report incidents of sexual or interpersonal misconduct disclosed through this form to the Department of Public Safety. If you have experienced any form of sexual or interpersonal misconduct and would like to speak confidentially with a counselor, please visit the LMU Cares website for more information on confidential counseling resources.