

**Student Name**

**LMU ID**

Our records show you have not met the minimum satisfactory academic progress requirements to receive financial aid. You must submit a Financial Aid Satisfactory Academic Progress (SAP) appeal and be approved in order to regain eligibility to receive financial aid.

Federal regulations which become 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.

**SECTION 1 : SATISFACTORY ACADEMIC PROGRESS**

Your appeal should address one or more of the conditions that resulted in your not meeting the SAP requirements below.

- Grade Point Average:** A financial aid student is expected to maintain a minimum cumulative grade point average (GPA). The GPA is based on cumulative (not term) units at LMU and will not include transfer units submitted.  
**Undergraduate required GPA = 2.0 ; Graduate required GPA = 3.0**
- Units Attempted :** Students enrolled full-time (12+ units) must complete a minimum of 67% of their attempted term units.
- Maximum Time Frame :** A financial aid student must complete his/her educational objective within the maximum time frame allowed. The maximum time frame for undergraduates may not exceed 150% of the published length of the LMU program measured in total units attempted. The maximum graduate time frame cannot exceed five (5) years.

**SECTION 2: REQUIRED DOCUMENTATION**

Please attach the following REQUIRED documentation.

- A current Student Education Plan dated within the last 60 days :** All Satisfactory Academic Progress Appeals must include a current Student Educational Plan. 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.
- Supporting Documents:** It is very important to attach supporting documents; e.g., a doctor's note, an accident report, death certificate, etc. that support the circumstances in your appeal.

**SECTION 3: ENTER YOUR PERSONAL STATEMENT BELOW OR ATTACH A LETTER SEPARATELY.**

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**SECTION 4: 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 Financial Aid Probation.
- I understand that while on Financial Aid Probation, I will be REQUIRED to follow my approved Student Education Plan which was submitted with my appeal.
- I understand that failure to follow my approved Student Education Plan will result in denial of financial aid.
- I understand that if I am placed on financial aid probation and do not meet the minimum academic progress requirements, I will be denied financial aid.
- 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.

Student Signature

Date

**FOR OFFICE USE ONLY**

Reviewed by :

Date

Recommendation

F.A Administrator

Date

Decision

Student Name

LMU ID

**For Use by Dean's Office Official/Academic Advisor:**

In order to continue to receive financial aid, this student is required to submit this appeal along with an academic plan approved by their advisor/Dean's Office. The academic plan should be specific in regards to what the student should do to make academic progress, such as taking specific coursework, changing major, obtaining minimum grade (s) in specific coursework, regular meetings with advisor or tutoring.

Please complete all below that apply:

I have reviewed and approve of the student's \_\_\_\_\_ schedule of classes.

I require that student receive a minimum grade(s) in the following coursework:

Course	Minimum grade

Student has been recommended to change major to: \_\_\_\_\_ and/or drop minor in \_\_\_\_\_.

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

Student has been advised to obtain tutoring.

Other Comments:

I have attached an academic plan prepared with this student.

**If you have questions, contact the Financial Aid Office at 310.338.2753 and request to speak with the Associate Director, Compliance.**

Student Name

Student Signature

Date

Dean's Office Official/Advisor Name

Signature

Date

**How to Submit this Form:**

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](http://financialaid.lmu.edu/upload)

**Mail to: LMU Financial Aid Office  
1 LMU Drive, Suite 270  
Los Angeles, CA 90045**

**Phone: 310.338.2753  
Fax: 310.338.2793**

For Office Use Only: RRAAREQ - APSAP at R Nolij - SAP Appeal  FAO Staff Initial _____ Date: _____
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