



Satisfactory Academic Progress Appeal Advisor Form

Student Name LMU ID

You have not met one or more of the 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, you (the student) are required to provide an academic plan to accompany your SAP Appeal. The academic plan, which may be created independently by the student or in conjunction with the student’s advisor, should recommend coursework and minimum grades such that the student may reach the minimum SAP requirements after their next term of enrollment (SECTION 1). The academic plan must be reviewed, approved and signed by the advisor to be considered complete in combination with the student’s SAP Appeal (SECTION 2).

SECTION 1: ACADEMIC PLAN

Complete the chart below, indicating the student’s intended course enrollment and anticipated minimum grade for each course taken during the semester for which they are submitting this appeal. For example: If the student failed to meet the minimum SAP requirements during the Fall semester, and is submitting their appeal for the Spring semester, course enrollment and anticipated minimum grades should reflect the correlating Spring semester.

The following courses reflect the student’s actual/anticipated enrollment for the _____ semester

Course Number	Course Subject Code	Course Title	Course Units	Minimum Grade Anticipated



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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. The academic plan (SECTION 1) should be reviewed by, or completed with, the academic advisor for approval.

SECTION 2: ADVISOR REVIEW

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

- I have reviewed and approve the student’s schedule of classes listed in SECTION 1.
- I have recommended regular meetings with me throughout the semester to monitor progress.
- Student has been advised to obtain tutoring.
- Other advisor comments:

Dean’s Office Official/Advisor Printed Name _____

Dean's Office Official/Advisor Signature _____ Date _____

Student

This completed form must be submitted with your Satisfactory Academic Progress Form. 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 approved by my academic advisor. This plan is for financial aid purposes only, 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

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For Office Use Only:
RRAAREQ - ADVIS at R
Etrieve – Advisor
Academic Plan
FAO Staff Initial _____
Date: _____