



## 2023-2024 Graduate Satisfactory Academic Progress (SAP) Appeal Form

*Please use black or blue ink while filling out this form.*

**Student Name**

**LMU ID**

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Federal Regulations require institutions of higher education to monitor Satisfactory Academic Progress (SAP) and ensure that students receiving financial aid are making progress towards degree completion. Your academic performance is reviewed each semester to verify that you have completed the required number of hours (pace), maintained the minimum grade point average, and have not exceeded the maximum number of cumulative attempted hours allowed. Regulations require that your Financial Aid SAP appeal contain the following elements:

- (1) The reason why you have not maintained satisfactory academic progress, and**
- (2) What you intend to do to meet the SAP 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.

- ☐ **Cumulative Grade Point Average (GPA) - Qualitative Component:** The GPA is based on cumulative (not term) units at LMU and will not include transfer units submitted. **Graduate required GPA = 3.0**
- ☐ **Minimum Completion Rate for Attempted Credit Hours -Pace (Quantitative) Component:** Students must complete at least two-thirds (67%) of all cumulative attempted credit hours.
- ☐ **Degree Completion Maximum Time Frame :** A financial aid student must complete his/her educational objective within the maximum time frame allowed. The maximum graduate time frame cannot exceed five (5) years.

### SECTION 2: ACADEMIC PLAN

Please attach the following REQUIRED documentation.

- ☐ **Academic Plan** (dated within the last 30 days): Before a decision can be made concerning your Satisfactory Academic Progress appeal, you and your academic advisor must submit an academic plan to our office. If your appeal is approved, you will be expected to meet the enrollment goals set for each semester.
- ☐ **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 Academic Plan which is included with my appeal.
- I understand that failure to follow my approved Student Academic 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

Please note: The Financial Aid Office 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.

### FOR OFFICE USE ONLY

Reviewed by :

\_\_\_\_\_

Date

\_\_\_\_\_

Recommendation

F.A Administrator

\_\_\_\_\_

Date

\_\_\_\_\_

Decision



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### 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.

Term

☐ 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

Print Form

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

**Phone: 310.338.2753**  
**Fax: 310.338.2793**

### 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)

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

FAO Staff Initial \_\_\_\_\_  
Date: \_\_\_\_\_