



**Student Name**

**LMU ID**

Our records indicate that 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 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 consideration of your appeal.

### SECTION 1 : SATISFACTORY ACADEMIC PROGRESS

Your appeal and academic plan 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.
- JD Students must have a 2.23 GPA by the end of their first year, and a 2.33 GPA every year after the first year.
  - MT, and MLS must have a 2.5 GPA by the end of their first year, and a 3.0 GPA every year after the first year.
  - Tax LLM and Online TAX LLM must have a 3.0 required GPA.
- ☐ **Units Attempted :** Students must complete at least 66.67% of the cumulative units attempted annually to keep pace toward graduation.
- ☐ **Maximum Time Frame :** A financial aid student must complete his/her educational objective within the maximum time frame allowed. The maximum Law School time frame cannot exceed;
- JD financial aid recipients have five calendar years to complete the JD degree requirements of 87 units.
  - LLM, Tax LLM, MLS, Online Tax LLM, and MT financial aid recipients have three calendar years to complete the requirements of 24 units.
  - JSD financial aid recipients have five calendar years to complete all requirements.

### 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 signed by the Dean of Students or Academic Support Professor who assisted 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.



**Student Name**

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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 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. 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.

**Student Signature** \_\_\_\_\_

**Date**

Please note: The Financial Aid Office is required to report incidents of sexual or interpersonal misconduct disclosed through this form to LLS 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 Law School Official:**

In order to continue to receive financial aid, this student is required to submit this appeal along with an academic plan approved by the Director of Student Affairs or their assigned Academic Support Professor. 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 LMU Financial Aid Office at 310.338.2753 and request to speak with the Associate Director of Graduate and Professional Programs.

**Student Name**

**Student Signature**

**Date**

**Dean's Office Official/Advisor Name**

**Signature**

**Date**

**How to Submit this Form:**

Mail to: LMU Financial Aid Office  
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](http://financialaid.lmu.edu/upload)

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

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