

Enrollment and Student Financial Services

Financial Aid

Phone: (541) 463-3100

Fax: (541) 463-3983 * Email: asklane@lanecc.edu

4000 East 30th Avenue * Eugene, OR 97405-0640



Satisfactory Academic Progress Appeal

Name _____

L# _____

Mailing Address _____

(_____) _____

Telephone Number _____

City _____

State _____ Zip Code _____

Email _____

All appeal requests must be completed in full and signed. Type or legibly print your responses using black or dark blue ink only. The Financial Aid Office may deny appeals that do not meet these criteria.

Completed appeals can be submitted by mail Attn: Financial Aid, by fax to (541) 463-3983, or placed in the drop box located in the Lobby of Building 1.

A written response will be mailed within 4 weeks, or you may verify your Financial Aid Academic Progress status by checking the myMoney tab on your myLane account. If your status is:

- **FA Suspension:** your appeal has not been reviewed.
- **Pending:** additional information is needed before your appeal can be processed.
- **Denied:** your appeal was denied. Refer to your written response for specific information.
- **Appeal Approved on Probation:** your suspension is resolved and you are eligible for aid.

I did not meet Satisfactory Academic Progress (SAP) requirements during _____.

Term/Year

I request that my financial aid eligibility be reinstated for _____ (you cannot be reinstated for a previous term).

Term

My major/degree goal is _____.

Choose one statement that best describes the basis for your appeal. Lack of knowledge of the financial aid SAP standards is NOT acceptable grounds for an appeal.

- ☐ Since being placed on probation, I passed 100% of the credits I attempted with a term GPA of 2.00 or higher. (Approval is not automatic.)
- ☐ I had a grade change processed and it shows on my transcript. Please recalculate my status.
- ☐ Using my own financial resources, I passed _____ credits with at least a 2.0 GPA.
- ☐ I explained the circumstances preventing me from meeting SAP requirements on the following page by addressing all terms I did not pass 100% of the credits I attempted and/or received a term GPA below 2.0. If applicable, I have attached documentation.

Documentation Requirement: You must provide documentation for any circumstance that can be reasonably documented. The documentation must coincide with the term(s) you completed less than 100% of the credits you attempted and/or your term GPA was below 2.0. For most health care issues, you need to provide dates of treatment, diagnosis, prognosis, and a release to return to school from your health care provider. If you do not have documentation of your circumstance, you must explain why.

- Examples of documentation are statements from health care providers, crisis counselors or social workers, police reports, obituaries, and/or court reports. In most cases, notes from family members or friends are not considered adequate documentation.

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Signature (required)

Revised May 2011