



OLC Financial Aid Office

SATISFACTORY ACADEMIC PROGRESS APPEAL

As established by the U.S. Department of Education, your appeal must address at least one of the following issues which occurred during the academic year and semester in which you lost financial aid eligibility (**please select one**):

- Personal or immediate family member, illness or injury (**must provide a written statement from your physician**)
- Death of an immediate family member (**provide documentation such as obituary**)
- Extenuating circumstances that were clearly beyond students' control (weather, fire, or acts of God) (**provide documentation**)
- Other (Please be specific on the single reason): _____ (**provide documentation**)

**Immediate Family Member is defined as the following: Father, mother, spouse, brother, sister, son, or daughter.

Procedures for submitting an appeal (all applicable forms, statement, etc. required to be considered complete):

- Complete and Submit **Satisfactory Academic Progress Appeal** Form with your Academic Counselor at your Center
- Student must **Write a Statement** indicating the reason for falling below the minimum SAP rate of 67% and their plan to stay on track to graduate with their declared major, sign and date.
- Attach **Documentation** verifying the reason, as indicated above, for the students decline in SAP
- Complete and Submit **Academic Plan** with their Academic Counselor, only if it will take the student more than one-year to reach Satisfactory Academic Progress Minimum Rate of 67%, if so, form must also be signed and dated by both student and counselor

*Incomplete Appeals will not be considered for review. Please be sure everything required is attached prior to your counselor submitting your appeal to the Financial Aid Office.

Student Information:

Student ID: _____ Student Name: _____ Home Center: _____

Current POP%: _____ Current Cumulative GPA: _____ Semester Appealing: _____

Signing this form is an acknowledgement that both Student and Counselor, have completed this form and all required steps, in its entirety. Should the student be approved, this does not guarantee students eligibility for federal financial aid and/or scholarships, but does allow the student the opportunity to be reviewed and considered for federal financial aid and/or scholarships.

Student Signature

Date

Counselor Signature

Date

Final deadline Each Semester for Submission is the 4th week of classes, with the exception of Summer sessions.