

Financial Aid

Phone: (541) 463-3400

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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. This is a fillable form. Type your response and save a copy for your own records. The Financial Aid Office will return your appeal unprocessed if your response is not legible, you did not answer both questions, and/or you have not signed the appeal form.

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 myFinances 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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Date _____



- ☐ Answer both questions?
- ☐ Address all terms?
- ☐ Attach documentation?
- ☐ Sign your appeal?
- ☐ Keep copies of all documents for your records?