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Satisfactory Academic Progress (SAP) Appeal Form

 Print Student's Name

 LCC ID #

 Student's LCC Email Address

 Student's Phone Number (include area code)

Indicate below which semester you are requesting to appeal for (only one):

Fall 20_____

Spring 20_____

Summer 20_____

SAP Appeal Deadline: 2nd Friday of the Semester

Students who fail to meet the standards outlined in Luna Community College's Satisfactory Academic Progress (SAP) Policy have the option to submit an appeal if academic deficiencies were a result of an extenuating circumstance. The appeal decision will depend on the nature of the extenuating circumstance, the quality of the documentation provided, and how well the student has displayed the ability to progress towards program completion within the remaining allowed timeframe. Students will be notified of the appeal decision in writing. The decision of the appeal committee is FINAL.

The committee **WILL NOT** review incomplete appeals. **ALL APPEALS MUST INCLUDE:**

- This signed form** that demonstrates that you acknowledge all steps that must be completed.
- A typed letter of appeal** that describes in detail the extenuating circumstances that prevented you from making satisfactory academic progress, how those circumstances have changed, and your plan to ensure you are successful in the upcoming semester(s). Extenuating circumstances can include but are not limited to: death of a relative, divorce, injury, illness, etc. The level of difficulty in a course, dislike of an instructor or teaching methods used, and/or length of time that has passed since you last attended school does NOT qualify as an extenuating circumstance.
- Supporting documentation** you may have from an objective third party such as a physician, counselor, lawyer, social worker, religious leader, etc. on official letterhead and signed with a wet signature. Other documents that you could submit include a copy of a death certificate, an obituary, divorce decree, etc.
- Academic plan** that your LCC academic advisor has reviewed with you and signed off on what courses are still needed to complete your degree or certificate. If you have course substitutions, please provide that documentation as well.

By signing this form, I acknowledge that I have read and understand the information on this form. I certify that all information submitted is true to the best of my knowledge, that all copies are unaltered, and that I have appropriately attached all supporting documentation. I have read and understand the Satisfactory Academic Progress (SAP) Policy and understand that submitting this form does not guarantee that my request will be granted. **Signatures must be handwritten.**

 Student Signature Required

 Date