



2025-26 FINANCIAL AID – SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

STUDENT INFORMATION	
Last Name:	First Name:
Student ID #:	Email:

By accepting financial aid, students agree to meet *Satisfactory Academic Progress (SAP)* standards. As long as these standards are met, financial aid will continue without interruption. If a student fails to meet one or more SAP standards, they may be placed on *Financial Aid Suspension*, which means they lose eligibility for financial aid.

Students, who wish to have their financial aid reinstated for a future quarter, can submit an appeal following the steps outlined below.

Select the reason for your Financial Aid – SAP Appeal below.		
<input type="checkbox"/> Academic Standards Appeal	<input type="checkbox"/> Maximum Timeframe (MTF) Appeal	<input type="checkbox"/> Academic Standards and MTF Appeal
<p>A student submits this type of appeal when they did not meet one or more of the Satisfactory Academic Progress (SAP) standards and have been placed on Financial Aid Suspension.</p> <ul style="list-style-type: none"> • Had less than a 2.0 Quarterly GPA • Had less than a 2.0 Cumulative GPA (overall program GPA) • Had less than a 67% completion rate (Pace) • Did not complete the minimum number of credits enrolled in as of the quarterly census day (the 10th day of the quarter for Fall/Winter/Spring and 8th day of the quarter for Summer) 	<p>A student submits this type of appeal when they cannot complete their program within the allowable timeframe established by federal and state regulations. This may include:</p> <ul style="list-style-type: none"> • Unable to complete current program within the 150% maximum timeframe • Already completed all required courses or graduated from a certificate or degree program and are requesting additional financial aid for a second degree of the same level (Example: Graduated with an AA degree → Seeking another AA degree) 	<p>A student submits this type of appeal when they meet the criteria for both the <i>Academic Standards Appeal</i> and the <i>Maximum Timeframe (MTF) Appeal</i>.*</p> <p>*See descriptions in the previous columns for more information on each type of appeal</p>

Select the quarter you request to have your financial aid reinstated:			
<input type="checkbox"/> Summer 2025	<input type="checkbox"/> Fall 2025	<input type="checkbox"/> Winter 2026	<input type="checkbox"/> Spring 2026

Please confirm completion of the following, but DO NOT include with your appeal application.
<input type="checkbox"/> I enrolled in classes for the quarter I selected in the section above. My appeal will NOT be reviewed until I am enrolled.
<input type="checkbox"/> I completed my 2025-26 financial aid application, including adding LCC to receive a copy (FAFSA/WASFA).
<input type="checkbox"/> I submitted all required documents to the Financial Aid Office as shown on my ctcLink checklist(s).
<input type="checkbox"/> I resolved any financial aid repayment issue by contacting the Finance Office. Phone: 360-442-2213 or Email: acctreceivable@lowercolumbia.edu
<input type="checkbox"/> If I submit this application past the mid-point of the requested quarter, I understand the Financial Aid Office will verify I am passing my current classes before reviewing my appeal.
<input type="checkbox"/> I am aware that LCC offers College and Career Preparation (CCP) classes that can assist me with my future academic success. (See <i>“Why should I consider a College and Career Preparation (CCP) class?”</i> on page 4 for more information.)



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Academic Standards Appeal - Required Questions:

1. **What happened during the quarter that contributed to the suspension of your financial aid eligibility?**

Explain why you did not successfully complete all of your classes or what factors contributed to your GPA falling below 2.0 (as applicable). Be *specific* about any extenuating circumstances that were beyond your control and led to your academic difficulties and financial aid suspension.

2. **What changed in your circumstances, so you will be academically successful for your next term of enrollment?**

Describe the steps you have taken to resolve the issues that previously affected your academic performance. Explain how these changes will help you successfully complete your classes moving forward. Examples of steps may include resources such as tutoring, counseling, back-up childcare plans, enrolling in fewer classes, or any other strategies that will support your success.

Maximum Timeframe (MTF) Appeal - Required Question:

1. **What occurred that prevented you from completing your program of study within the allowed number of credits?**

Be specific in your response. Examples may include: needing to retake classes due to unsatisfactory grades, taking lower-level classes to meet program requirements, withdrawing from multiple courses, or changing your program of study.

– OR –

2. **Why are you requesting financial aid for an additional certificate or degree after already completing or graduating from a program at the same level?**

Explain why a second certificate or degree is necessary to achieve your career or educational goals.



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ADDITIONAL APPEAL REQUIREMENTS		
Who Must Complete This Requirement?	What is the Requirement?	
All Students	iGrad Certificate	Attachment
	<p>How do I complete an iGrad Certificate?</p> <p>All students must complete one new iGrad education course each time an appeal is submitted for review.</p> <ul style="list-style-type: none"> Go to http://www.igrad.com/schools/LCC and “Log-in” using your LCC student account to access the website.* Once signed in, click on “Topics” and then “Courses”. Complete any of the iGrad courses that you have not previously completed with a minimum score of 60% or better. When finished, save and attach the certificate. Make sure your name, date completed, and the full name of the course is visible when submitting the certificate for review. <p>*If the “Log-in” option using your LCC student account does not work, you can also use the “Sign-Up” for iGrad option using your personal email address and create a new user account.</p>	
Students submitting a 3rd Appeal (or higher)	Supporting Documentation	Attachment
	<p>What is supporting documentation?</p> <p>Any documents from an outside source that will support the circumstances you presented in your statement.</p> <p>All documentation should:</p> <ul style="list-style-type: none"> Show a clear connection to you. Be signed and have dates that align with the information specified in your statement. Clearly support the information in your statement. If it applies to your situation: Documentation should confirm your ability to return to school (for example: you resolved issues with health, housing, transportation, finances, etc.) <p>Attach supporting documentation from outside sources in the space provided. <u><i>If you need to attach additional supporting documents, see the end of this form for extra places to upload attachments.</i></u></p> <p>*If this is your 1st or 2nd appeal, supporting documentation is not required, but it can significantly strengthen your case and provide context to the reviewer.</p>	
Students submitting a 3rd Appeal (or higher) - OR - Students submitting Maximum Timeframe (MTF) Appeal	Program Plan	Attachment
	<p>How do I get a program plan?</p> <p>A program plan is issued by your advisor.</p> <ul style="list-style-type: none"> Schedule an appointment with an advisor early. To schedule an appointment, call the One-Stop Center for assistance. Once you get a signed program plan, you must register for the program’s required classes only. <ul style="list-style-type: none"> Registering for classes that are not required for your program may result in a denial of your financial aid appeal. 	

Note: Your appeal will not be reviewed until all required documents are submitted.



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How the Financial Aid Appeal Process Works:

- First time appeals are reviewed by Financial Aid Office (FAO) staff. Once the FAO receives an appeal (including any additional required documents), we place a *Financial Aid Hold* on your account in ctcLink to prevent the Registration Office from dropping classes for non-payment while your aid eligibility is under review.
- Second appeals (or higher) are reviewed by the *Financial Aid Appeals Committee*. Since this type of appeal has a higher threshold needed for approval, students are **not** given a Financial Aid Hold.
 - You should be prepared to use alternative funding resources in the event that your appeal is denied. Alternative resources could include self-pay, payment plan, scholarship, or Workforce funding, ect. Students should also consider taking a lighter course load in the event that their appeal is denied and alternative payment arrangements are needed.
- If the appeal is approved, your financial aid offer will be updated to reflect any aid you are eligible to receive. Any financial aid funds, remaining after tuition and fees are paid, will be sent to you through your [BankMobile](#) refund preference.
- You will be notified of the decision by letter (email or postal mail) for either an approved or denied appeal.
 - **Note:** If you want to continue using loans and had previously requested them, you'll need to submit a new [loan worksheet](#) for reinstatement if your appeal is approved.

SAP Appeal Review Timeline:

- **ARE OR WERE ENROLLED IN THE CURRENT QUARTER:**
 - Students, who **ARE enrolled**, attending all classes, and requesting reinstatement of aid for the current quarter can expect to have their SAP appeal reviewed within 3 weeks of submission
 - Students, who **WERE enrolled**, withdrew from one or more classes or failed the terms of their SAP probation for the current quarter and are requesting reinstatement of aid for the next quarter can expect to have their SAP appeal reviewed once the current quarter is complete, final grades have posted, and SAP has been fully reviewed.
- **NOT ENROLLED IN THE CURRENT QUARTER:**
 - Students, who **WERE NOT enrolled** in the current quarter, can expect to have their SAP appeal reviewed within 3 weeks of registering for classes for the quarter they are requesting to have financial aid reinstated.

By signing and submitting this appeal request, I certify that I understand the following:

Providing false, misleading, or partial information to obtain additional financial aid could result in termination of all aid and could lead to repayment of funds. I understand I must follow my program plan and maintain good academic standing to maintain future eligibility.

Student's Signature: _____

Date: _____

Additional Documentation	Additional Documentation	Additional Documentation	Additional Documentation
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Why should I consider a College and Career Preparation (CCP) class?

College and Career Preparation (CCP) courses are designed for students who want to better prepare for college-level coursework and entrance exams. Students, who found passing math or English class difficult, may want to explore taking a CCP class. These classes mirror the same type of content as a college course, but it cannot be failed and does not count against SAP standards.

One of the benefits of these classes are the ability to build a knowledge base, skills, and confidence in a specific subject before taking (or re-taking) the actual college course. A CCP class costs \$25 with students able to apply for funding assistance through LCC. You are also able to combine both CCP and college-level classes in the same quarter. However, please be aware that financial aid can only cover eligible college-level classes required for your program. If you are interested in learning more about this resource, see the [CCP webpage](#) for more details.



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Lower Columbia College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State’s Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. All inquiries regarding compliance with Title IX, access, equal opportunity and/or grievance procedures should be directed to Vice President of Foundation, HR & Legal Affairs, 1600 Maple Street, PO Box 3010, Longview, WA 98632, title9@lowercolumbia.edu, Phone number, (360) 442-2120, Phone number/TTY (800) 833-6388. The notice of nondiscrimination is located at lowercolumbia.edu/disclosure/non-discrimination.