



Satisfactory Academic Progress (SAP) Appeal

Student Name

Student ID number

Date

SAP Appeal Reason

GPA

67% Completion

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas: cumulative GPA must be a 2.0 or above, students must receive a passing grade in 67% of all coursework attempted, and students must complete their program of study within a maximum time frame which cannot exceed 150% of the published length of an academic program. It is the student's responsibility to stay informed of the SAP Policy and to monitor his/her own progress. Lenoir Community College evaluates each student's SAP at the end of each semester.

In some cases, a student's failure to be in compliance with one or more areas of SAP is due to events beyond the student's control. If such "mitigating circumstances" can be documented for the specific term(s) when the deficiencies occurred, the student may submit this completed SAP Appeal along with all supporting documentation for review by the SAP Appeal Committee. It is strongly recommended that students allow Sherry Irsik to review their appeals and attached documentation before submitting them. Sherry Irsik is located in Lancer Career Connections, Office 128 C. You may reach her by phone at 252-233-6816 or via email at skirsik87@lenoircc.edu.

Mitigating Circumstances

Please check one of the following:

_____ Serious illness or injury to student

_____ Death or serious illness of an immediate family member

_____ Significant trauma in student's life that impaired the student's emotional or physical health

_____ Military reassignment or deployment

_____ Homeless

_____ Retraining from job layoff

_____ Other (Please Explain) _____

Requirements Section of SAP Appeal

Use this space provided below to submit a handwritten note regarding the circumstance(s) which caused you to be unsuccessful. Each question must be addressed. If more space is needed you may attach an extra sheet.

What were the circumstances? **To be completed by student**

What has changed regarding the circumstance? **To be completed by student**

What is your plan for academic success? **To be completed by student**

The appeals committee must have supporting documentation regarding the circumstances of your appeal. Please attach all relevant documentation to this form and submit to Sherry Irsik.

Examples of documentation include a letter from doctor supporting onset of illness, death certificate or obituary for family member, DD214 or orders showing military reassignment/deployment, letter from employer stating date and reason for layoff, or letter from unemployment office offering retraining (TRA benefits letter).

CERTIFICATION STATEMENT: I certify the information submitted is true and correct to the best of my knowledge. I have read each section and provided the required documentation explaining my situation. I understand that I will be notified of the final decision through my LCC LancerMail.

Student's Signature

Date

FOR COMMITTEE USE ONLY

Approved Term _____

Denied Term _____

Signature: _____ Date: _____

Letter type: _____ Date: _____

RETURN COMPLETED PACKET TO:

Sherry Irsik in Lancer Career Connections, Office 128 C or via email at skirsik87@lenoircc.edu.