

OFFICE OF FINANCIAL AID AND SCHOLARSHIPS  
Satisfactory Academic Progress

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

I am appealing for my (check all that apply)

Federal financial aid       LCCC Scholarship

You may appeal to have your federal financial aid or scholarship eligibility reinstated for any of the following reasons:

- Unusual mitigating circumstances (death, illness, birth, etc.)
- Reached the maximum time frame and/or are unable to complete the degree requirements within the maximum time frame. An Academic Plan is REQUIRED for this appeal reason.

My next semester of attendance is expected to be: \_\_\_\_\_

The following documents MUST be submitted with this appeal:

- 1. A detailed letter from you describing the mitigating circumstances that you believe prevented you from meeting the requirements of satisfactory academic progress. The letter should explain what has changed with regard to those circumstances that you will now be able to complete within the maximum time frame. For maximum time frame appeals, the letter should address the reasons related to having a high number of credit hours and/or change in program.
- 2. Documentation from outside sources supporting the circumstances you describe in your letter. Examples may include a doctor's bill, family death certificate or obituary, or other relevant third-party documentation of your appeal reason.
- 3. Students appealing an athletic activity scholarship may also include a letter from their coach or sponsor.

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