



## Satisfactory Academic Progress (SAP) Appeals Form

Students who do not meet Satisfactory Academic Progress (SAP) during their academic year become ineligible for Title IV Financial Aid. Although the SAP requirements apply to federal financial aid programs, other financial aid programs such as state, institutional, or private aid may also require the students to meet the school's SAP standards to determine eligibility.

Students who have extenuating circumstances which contributed to them not meeting SAP requirements may make an appeal to continue using financial aid on a probationary basis.

Students can view their school's SAP policy here:

School of Allied Health Professions (SAHP):

<https://catalog.lsuhs.edu/content.php?catoid=31&navoid=1410#academic-progression-policy>

School of Graduate Studies (SGS):

<https://lsuhs.navexone.com/content/docview/?docid=593&public=true>

School of Medicine (SOM):

<https://lsuhs.navexone.com/content/dotNet/documents/?docid=630&public=true>

### SAP Appeal

The SAP appeal must include

- An explanation from the student of how the extenuating circumstances contributed to them not meeting the academic requirements of their program.
- An explanation of how the circumstances have changed, and the student's plan for how they will be able to meet the academic requirements moving forward.
- Third-party documentation of the extenuating circumstances.
- Confirmation of an academic plan developed by an advisor from the Academic Affairs Office, Program Director, Educational Dean or their designee as required by the SAP policy for the school in which the student is enrolled.

### Submitting an Appeal

Students can submit their completed appeals and supporting documents through their online student portal no later than Wednesday of week 2 of the student's term for which they are appealing. Appeals will be reviewed by the SAP Appeals committee on Thursday of week 2 for each term.

Students can view the academic calendar to determine the SAP appeal deadlines on the Registrar's page of the LSU Health, Shreveport website at <https://www.lsuhs.edu/our-schools/registrar>



Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

School of Study \_\_\_\_\_ Program: \_\_\_\_\_ Appeal Term: \_\_\_\_\_

### Student Statement

Please explain the extenuating circumstances which led to you not meeting academic progress. Attach additional paper for explanation if necessary:

Please explain how the circumstances have changed, and what you will do to meet academic progress requirements in the future. Attach additional paper for explanation if necessary:

## Supporting Documentation

You must attach third party documentation of extenuating circumstances (e.g. doctor's note, police reports, death certificate or obituary for deceased relative, proof of medical care, etc.). All documents will remain confidential and securely stored in your student file.

List of attached documents

_____	_____
_____	_____
_____	_____
_____	_____

## Academic Plan

Summary of Academic Plan:

I have met with the student and discussed the academic plan, and I support this academic progress appeal.

\_\_\_\_\_  
Academic Advisor Signature \_\_\_\_\_  
Date

I understand if my appeal is approved that I must follow the academic plan and meet SAP requirements at the next evaluation period to remain eligible for Title IV financial aid.

\_\_\_\_\_  
Student Signature \_\_\_\_\_  
Date