



LARAMIE COUNTY COMMUNITY COLLEGE

Satisfactory Progress Appeal
For Federal Financial Aid and Scholarship

Student Information form with fields for Name, Student ID, Address, City, State, ZIP, Phone Number, and Today's Date.

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

- 1. Mitigating circumstances prevented you from meeting satisfactory progress requirements.
2. An incomplete ("I") grade was changed to a passing grade bringing your cumulative grade point average up to at least a 2.0.
3. You enrolled at your own expense and completed NECESSARY course work to meet the satisfactory progress requirements.
4. You have reached the maximum time frame. You can appeal only one time for maximum time frame.

The following documents must be submitted with this appeal:

- a. Satisfactory Progress Appeal Form
b. Student copies of ALL transcripts (student copies are sufficient)
c. Current class registration
d. Academic plan (signed by your academic advisor). If you are appealing maximum time frame or have not successfully completed 67% of your cumulative credits, the academic plan must include all hours and classes left to complete your degree.
e. A letter from yourself describing the mitigating circumstances that prevented you from meeting the requirements of satisfactory academic progress.
f. Documentation from outside sources supporting your circumstances (e.g. letter from physician if for medical situation).
g. Students appealing an athletic or activity scholarship must also include a letter from their coach or sponsor.

Appeals that do not include all of the required materials will not be considered. The student is responsible for returning this form plus all the required documentation.

You are responsible for the payment of ALL institutional costs (tuition, textbooks, residence hall, etc.) associated with your next semester of enrollment prior to the decision of your appeal.

I attest that the information on this appeal form and the supporting documents are correct and accurate. My signature certifies that I have read and understand the terms of this form.

Signature _____