

Satisfactory Academic Progress (SAP) Appeal

A student who is not meeting Loma Linda University's satisfactory academic progress standards may petition for reconsideration of his/her eligibility for title IV, HEA program assistance by submitting the following information in the format outlined below.

Instructions: Appeals must be typed. Do not include the **blue** text in this document in your appeal. This text is instructional only. Samples of the information to be included are included in **green**. This is instructional only as well. Do include the text in **black** in your appeal and the answers. Be sure your name, LLU ID number, and date of appeal are printed on every page. Submit the completed appeal to the Office of Financial Aid. After it has been determined that the appeal includes all the required information, it will be presented to the Financial Aid Appeals Committee. The Office of Financial Aid will notify you in writing within five business days following the decision by the Appeals Committee.

Student Name:

LLU ID #:

Degree:

Major:

Date of Appeal:

Expected term of completion:

Explanation of Circumstances:

A full explanation of the circumstances that led to your inability to meet the minimum progress requirements

Supporting documentation verifying the circumstances listed above.

Explanation of what has changed:

Provide an explanation of what has changed that now makes it possible for you to complete your program within the timeframe you have outlined below.

Academic Plan:

- 1) If your appeal is regarding failure of the quantitative or qualitative standard, your academic plan must include the terms it will take for you to again be making satisfactory academic progress
- 2) If your appeal is regarding maximum timeframe, your academic plan must include all requirements remaining for graduation. Based on your Degree Compliance Report (DCR) list. Your DCR is available online using your student services login.
 - o List courses in which you have a grade notation of "Incomplete" or in which you have received an In Progress (IP) notation and when you plan to complete them.
 - o List by term, all required courses you plan to register for and non-course requirements you expect to complete beginning with the term following your current enrollment

through your expected term of completion. Examples of non-course requirements are: advancement to candidacy, qualifying exams, IRB approval, defense of thesis/dissertation, etc.

- If any outstanding requirement is to be addressed by an academic variance, the variance must be fully processed (final step of the process: applied to your DCR by University Records) before your appeal will be considered.

Starting term: Start with the term you are applying for aid to be reinstated.

Courses in which I currently have a grade notation of "IP" or "I". Note: list each course followed by units registered and the term of registration and when you anticipate completing it (receive a final grade). If you do not have any courses with an "I" or "IP" grade notation, state "none."

MFTH 785 Professional Clinical Training in MFT – 3 units IP from Autumn 2024, plan to complete this quarter, Winter 2025

Remove Incomplete in RELT 615 (3 units), plan to complete this quarter, Winter 2025

Spring Quarter 2024:

Registered courses: (Note: These are new units of registration – not units that are in progress from a previous term.)

MFTH 785 Professional Clinical Training in MFT (3 units)

MFTH 608 Analysis and Presentation Issues in Research (3)

MFTH 697 Research (1 unit) – also note general activity pursued as part of this registration, such as "data collection" and the hours per week you expect to spend on this activity.

Total units of registration for the quarter: 7 units

Non-course activities required for degree completion, you anticipate completing:

Advance to Candidacy

Summer Quarter 2024:

Registered courses:

MFTH 697 Research (2 units) – also note general activity pursued as part of this registration, such as "data collection" and the hours per week you expect to spend on *this activity*. (May load validate on research units depending on amount of time spent each week working on this activity)

Total units of registration for the quarter: 2

Non-course requirements:

None this quarter

Autumn 2024:

Continuous registration for an IP in MFTH 697 – also note general activity pursued as part of this registration, such as "data collection" and the hours per week you expect to spend on *this activity*

Total units of registration for the quarter: none (may load validate on research units IP depending on amount of time spent each week working on this activity)

Name:

LLU ID #:

Date of SAP Appeal:

Page 2

Winter 2025:

(Continue with the above format until all outstanding requirements have been accounted for.)

If this appeal is approved, I understand that I will be expected to adhere to the academic plan listed above. This plan will be closely monitored by the Financial Aid Office staff. Failure to follow the plan as outlined may be used as a basis for future denial of financial aid.

Student's Signature

Date

Required school and department signatures:

Advisor: (type person's name here)

Date

Academic Dean for Academic Affairs
(type person's name here)

Date

School Dean (type person's name here)

Date

Name:

LLU ID #:

Date of SAP Appeal:

Page 3