



Lake Sumter  
State College

## **INCLUSIVE WEBSITE EXPERIENCE**

Lake-Sumter State College is committed to ensuring that all students and visitors, including persons with disabilities, are able to access and use all of our services, programs and activities. We recognize that many individuals are increasingly using our website to access information and obtain services.

We understand that website users who have disabilities may use the website with the assistance of technology, including screen readers, captioning, transcripts, and other auxiliary aids and services. We are committed to providing all website users with information about our services and alternative ways we can offer these services.

Lake-Sumter State College is committed to making our websites accessible to all audiences. We are continually seeking solutions to improve LSSC.edu. Our website offers a wide range of information, and we recognize that for users with disabilities, some material on our site may pose challenges. If there are changes we can make to our website to make it easier to use, or if you encounter material or services that you cannot access, please let us know. Your feedback helps us to identify areas where we can improve.

We strive to ensure that our website will comply with Web Content Accessibility Guidelines (WCAG) put forth by the World Wide Web Consortium (W3C), but recognize that alternatives to using the website should be available in the event that a user with a disability encounters a problem using our website.

If you are unable to access information or documents posted on this website, please send us an email at [websupport@lssc.edu](mailto:websupport@lssc.edu) with as much of the following information as possible:

- Your name
- Your phone number
- Your email address
- The date and time you encountered the problem
- The web page or address where the problem occurred
- What occurred or what you were unable to do
- Any error messages you received.



# Lake Sumter State College

## FINANCIAL AID OFFICE SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL 2017-2018

**DO NOT FAX**

Print (black ink only)

Deadlines	
Fall 2017	August 08, 2017
Spring 2018	January 12, 2018
Summer 2018	May 11, 2018

Name \_\_\_\_\_ ID# **X** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Federal regulations allow appeals to be approved only if you can document mitigating circumstances, emergencies, or other unusual circumstances beyond your control that led to your academic difficulties and for which you provide acceptable documentation from a qualified professional.

Please check the next term for which you are requesting financial aid:    Fall     Spring     Summer

### Please check the circumstance for which you are appealing:

\_\_\_\_ Documented death of an immediate family member occurring just prior to, or during term academic problems started

\_\_\_\_ Documented illness of student, child or immediate family member for an extended period

\_\_\_\_ Documented accident that caused personal injury and required extended absence

\_\_\_\_ Documented military orders required student to withdraw or miss classes

\_\_\_\_ Documented disability where accommodations were not provided before your academic problems started

\_\_\_\_ Documentation that the student or students' immediate family member(s) were victims of domestic abuse, sexual abuse or other violent crime.

\_\_\_\_ Documentation of other mitigating circumstance. Please explain briefly: \_\_\_\_\_

### Understanding Fee Payment:

- **If your appeal is submitted by the deadline.** If your financial aid is deferring the payment of your tuition and fees, your tuition and fees will continue to be deferred until a decision is made on your appeal.
- If you did not have financial aid at the time your suspension was posted, you will either need to pay your tuition and fee bill or enroll in Lake-Sumter's Tuition Installment Plan (TIP) or your classes will be dropped for non-payment.
- If you register for classes, you must attend them beginning on the first day to be considered eligible for financial aid.
- If your appeal is denied you are responsible for any unpaid tuition, fees and books.
- Due to the large volume of appeals submitted, it may take several weeks for all appeals to be reviewed. Once a decision on your appeal has been made, you will be contacted through your Lakermail.

You **must** submit the following three (3) items listed below:

Please check the items you have attached. **Failure to include all (3) items will result in an automatic denial of your appeal.**

\_\_\_\_\_ **Documentation/Proof** that the mitigating circumstances you describe actually occurred. (For example: Copies of medical bills, letters from doctor, police report or death certificate). Documentation must show relevant dates.

\_\_\_\_\_ **Written Explanation** of what happened by making sure to address all terms where you experienced academic problems or withdrawals. Include a description of the actions you took to make an effort to meet your responsibilities as a student during the time of your mitigating circumstances and how your circumstances have improved. Describe what changes have occurred that will enable you to meet the academic progress requirements in your next term or enrollment. **For more than 90 hours attempted:** Describe your goals at Lake-Sumter State College and explain why you have not met graduation requirements yet, and provide documentation available to support your reasons. What actions have you taken to make sure you graduate in the near future? All answers must be comprehensive.

\_\_\_\_\_ **Academic Advising Guide (An Educational Plan)** showing the courses you must take to graduate from Lake- Sumter State College (LSSC) with your declared program of study. Please note: Academic Advising Guide (An Educational Plan) must be **the original form signed and dated by an Academic Advisor at Lake-Sumter State College.**

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List the degree (**only one degree**) you are currently seeking at LSSC: \_\_\_\_\_

When do you expect to graduate from LSSC? Month \_\_\_\_\_ Year \_\_\_\_\_

Do you have a previous degree? \_\_\_ Yes \_\_\_ No If yes, what degree? \_\_\_\_\_

**Certification:** Please check all areas below to indicate you have read and understand.

**Failure to check all areas will result in disapproval of your appeal.**

\_\_\_ The information I have provided is true and correct to the best of my knowledge.

\_\_\_ I have attached **all three required items** of documentation needed for my appeal.

\_\_\_ I understand that the **Appeal Committee's decision will be final and cannot be further appealed.**

\_\_\_ I further understand if I am approved, **I can only take courses relevant to the degree program for which I am approved.**

\_\_\_ I understand that I am responsible for payment of charges on my account regardless of the final appeal decision.

\_\_\_ I have read and understand the LSSC Standards of Academic Progress policy available on the school's website at <http://www.lssc.edu/finaid/Pages/How%20to%20Apply/AP.aspx>.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date