

Your first step is to decide what type of appeal you need to submit.

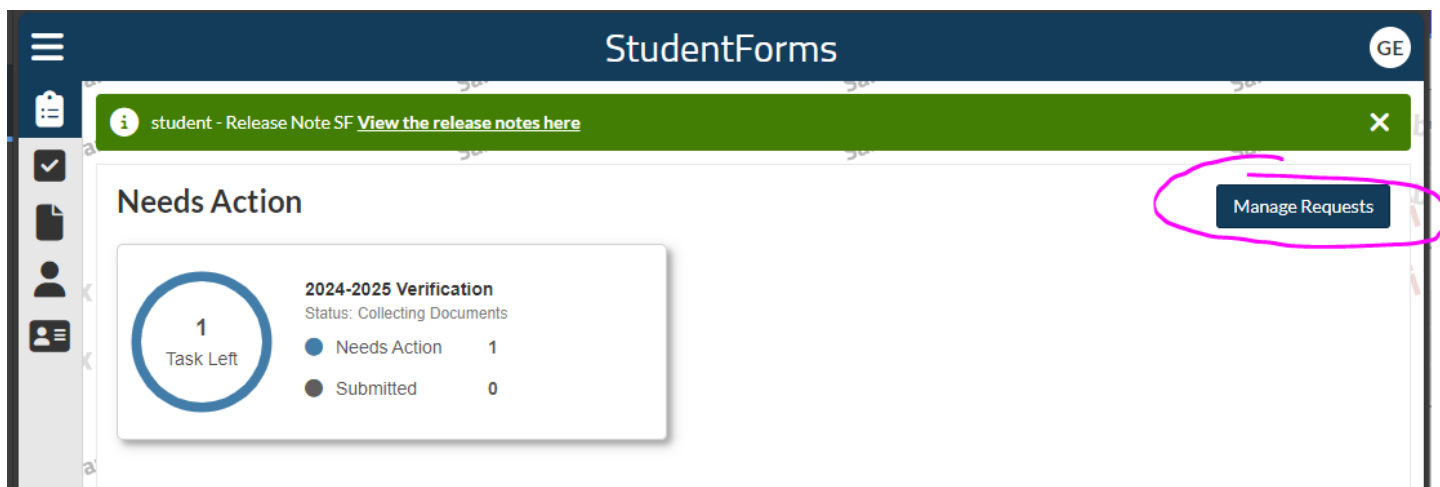
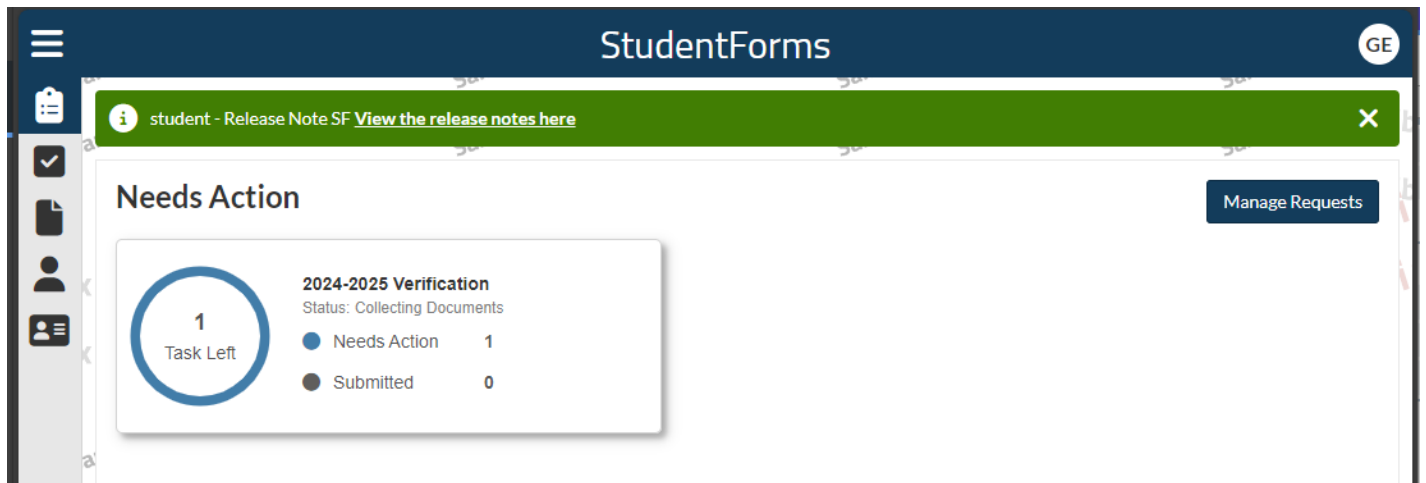
There are 3 types of appeals:

- **SAP Appeal** is for students who are on Suspension and have extenuating circumstances that caused them not to make Satisfactory Academic Progress
- **UNUSUAL Circumstances** is for students who are unable to provide parental data and can provide proof as to why they are unable to provide parental data
- **EFC/SAI Appeal** is for students who have had a change in the household income reported on the FAFSA that is due to no fault of their own.

First go to laniertech.studentforms.com

If you already have a campus logic account, you will use your single sign on to log in.

If you do not have a Campus Logic account, you will need to create one and verify your demographic information before you can log in.



Select the Appeal you would like to submit

Manage Requests

You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.

Request Type	2024-2025	2023-2024
SAP Appeal		
Professional Judgment: Unusual Circumstance Appeal		
Professional Judgment: Special Circumstance - EFC/SAI Appeal		

Close

- **SAP Appeal** is for students who are on Suspension and have extenuating circumstances that caused them not to make Satisfactory Academic Progress
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The first box that comes up is for a **BRIEF summary** (255 characters or less) of why you are requesting the appeal

Add Request

SAP Appeal -- 2023-2024

After a review of your academic history it has been determined that you are not meeting one or more of the standards established in the Satisfactory Academic Progress ([SAP Policy](#)). You can appeal this decision by providing additional information surrounding the unusual circumstances beyond your control that has led to not meeting the SAP standards. Your appeal will not be reviewed if it does not have supporting documentation. Please contact the Office of Financial Aid for additional information or if you have questions.

Please explain your reason for this request.

Enter your comments...

Characters left: 255/255

Submit Go Back

Add Request ✕

SAP Appeal -- 2023-2024

After a review of your academic history it has been determined that you are not meeting one or more of the standards established in the Satisfactory Academic Progress ([SAP](#)) Policy. You can appeal this decision by providing additional information surrounding the unusual circumstances beyond your control that has led to not meeting the SAP standards. Your appeal will not be reviewed if it does not have supporting documentation. Please contact the Office of Financial Aid for additional information or if you have questions.

Please explain your reason for this request.

My Grandmother passed away and I was unable to complete the semester|

Characters left: 186/255

Submit **Go Back**

Success ✕

Your request has been successfully created!

Ok

You will then be able to see that you have a new task that needs action.

Click on the Task.

StudentForms GE

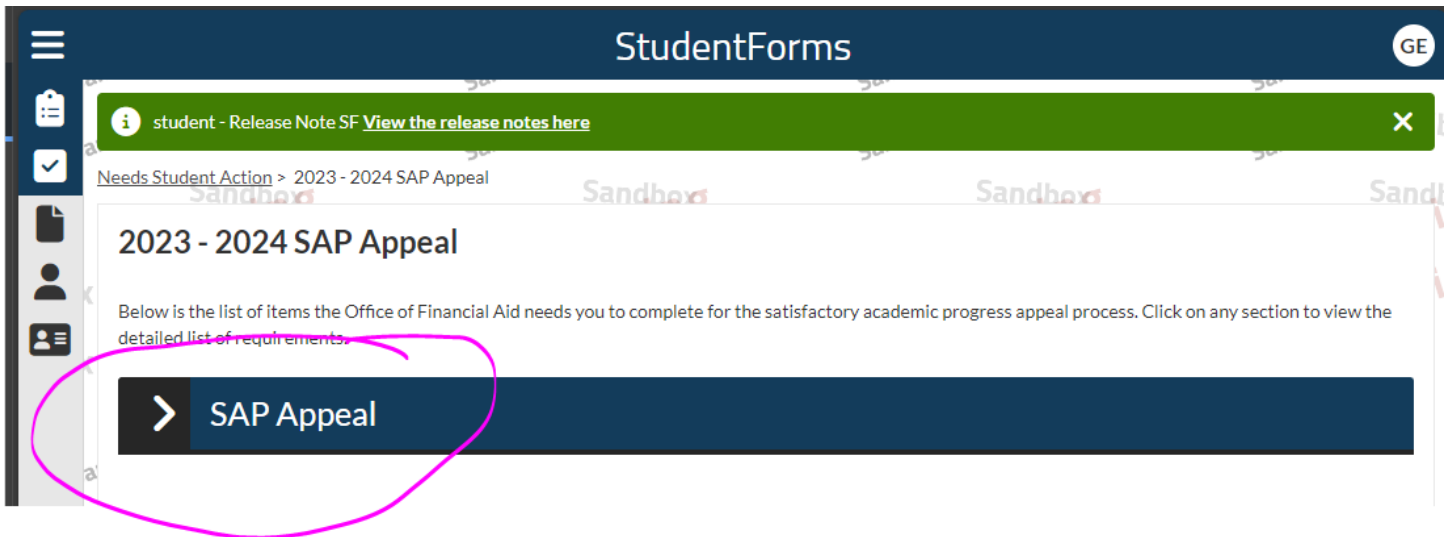
student - Release Note SF [View the release notes here](#) ✕

Needs Action

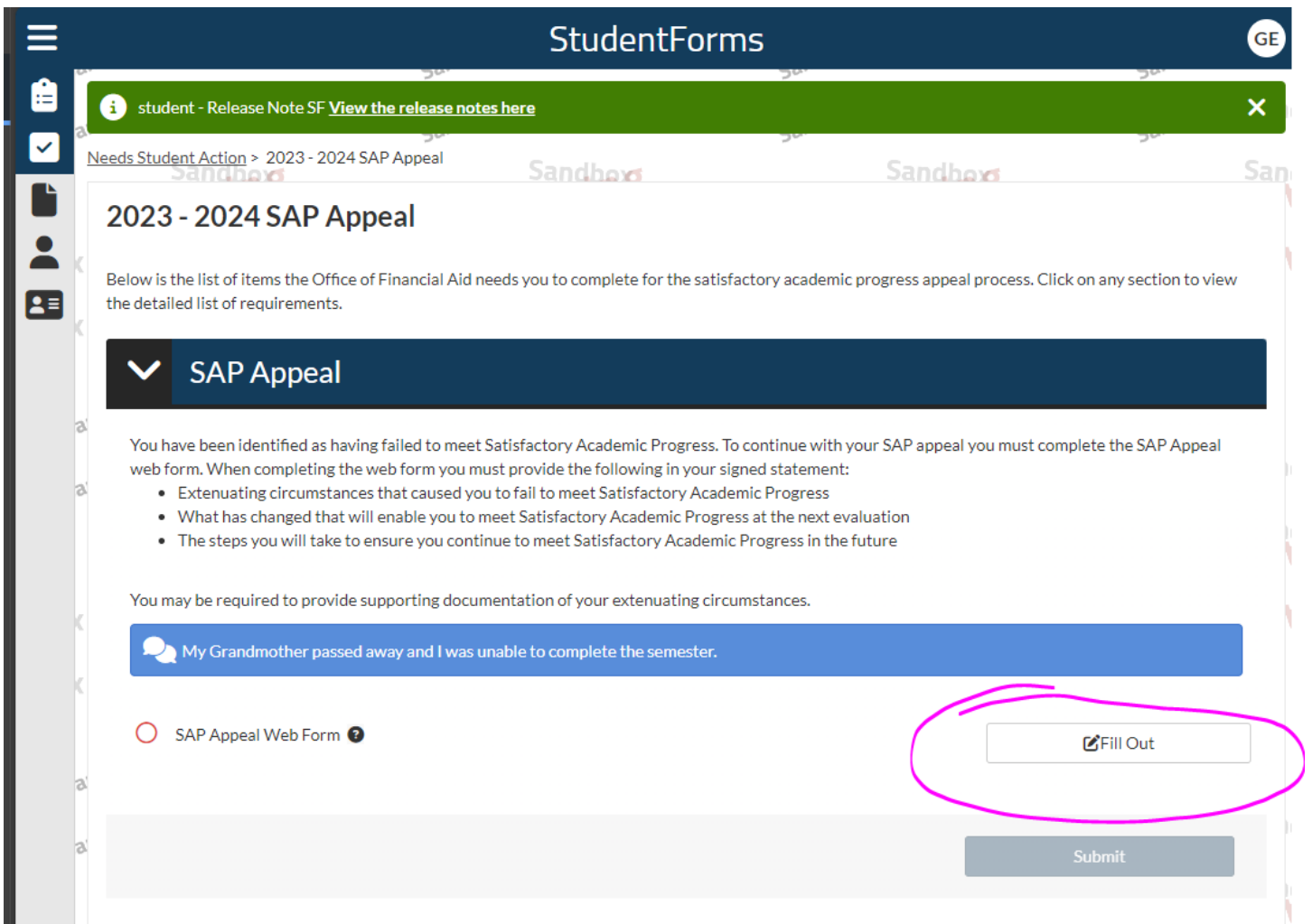
Manage Requests

Task	Status	Needs Action	Submitted
2023-2024 SAP Appeal	Collecting Documents	1	0
2024-2025 Verification	Collecting Documents	1	0

You will then need to click on the blue bar.



You will need to click on 'Fill Out' to complete the appeal.



This will take you through your demographics again – Click continue

2023/2024 Satisfactory Academic Progress Appeal

- > Instructions
- Demographics
- Statement
- Review & Sign

Instructions

After a review of your academic history it has been determined that you are not meeting one or more of the standards established in the Satisfactory Academic Progress ([SAP](#)) Policy. You can appeal this decision by providing additional information surrounding the unusual circumstances beyond your control that has led to not meeting the SAP standards. Your appeal will not be reviewed if it does not have supporting documentation. Please contact the Office of Financial Aid for additional information or if you have questions.

For detailed information on the SAP Policy at Lanier Technical College please [click here](#).

← Return to Student Tasks

Continue →

2023/2024 Satisfactory Academic Progress Appeal

- Instructions
- > Demographics
- Statement
- Review & Sign

Demographics

Please correct the following information if needed.

* First Name:

Gable

* Last Name:

Emancipated

* Phone:

(470) 555-1212

← Return to Student Tasks

← Back

Continue →

This is where you can type your full story.

You MUST include documentation. The form will not allow you to continue without it.

2023/2024 Satisfactory Academic Progress Appeal

Instructions
Demographics
> **Statement**
Review & Sign

Return to Student Tasks

Signed Statement Request Instructions

Instructions

Please provide the following to the Office of Financial Aid at your Institution.

1. A detailed statement that includes the following information:

- Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress.
- What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation.
- The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future.

My Grandmother passed away and I was unable to complete the semester.

My grandmother was sick for the majority of Fall semester. We thought she was getting better. They sent her home from the hospital around Thanksgiving. She was fine throughout the holidays. Then she died suddenly at the end of February.

During the Fall semester, I was trying to help take care of her and see her as much as possible because she was such an important part of my childhood which cause my grades to slip and I needed to withdraw from a class. To stay on track I took a full load again for Spring thinking she was doing fine. Her death really threw me for a loop and I couldn't concentrate on any of my classes. I thought it best to withdraw and not destroy my GPA.

Please find a record of my grandmother's appointments and hospitalizations before her death and a copy of her obituary listing me as a survivor.

I will provide supporting documentation.

[← Back](#) [Continue →](#)

You will then be given the opportunity to review and sign your form.

2023/2024 Satisfactory Academic Progress Appeal

Instructions
Demographics
Statement
> Review & Sign

Return to Student Tasks

Lanier Technical College
2535 Lanier Tech Drive
Gainesville, GA 30507
(770) 533-7058
financial_aid@laniertech.edu

2023/2024 Satisfactory Academic Progress Appeal
GABLE EMANCIPATED
CL_560653b816
cray@laniertech.edu

Instructions

After a review of your academic history it has been determined that you are not meeting one or more of the standards established in the Satisfactory Academic Progress (SAP) Policy. You can appeal this decision by providing additional information surrounding the unusual circumstances beyond your control that has led to not meeting the SAP standards. Your appeal will not be reviewed if it does not have supporting documentation. Please contact the Office of Financial Aid for additional information or if you have questions.

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Demographics

Please correct the following information if needed.

- * First Name:
Gable
- * Last Name:
Emancipated
- * Phone:
(470) 555-1212

Signed Statement Request Instructions

Please provide the following to the Office of Financial Aid at your Institution.

1. A detailed statement that includes the following information:

I will provide supporting documentation.

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student must sign and date this form.

Student's Signature

Date

Spouse's Signature (optional)

Date

* E-Sign Password

Opt out of E-Sign NO

This password will be the same password you used to log in.

You will then get the Success Box

Success ✕

You have successfully E-Signed your document, and it has been automatically uploaded into our system. Based on the answers you provided, you must upload the following documents:

- Supporting Third Party Documentation 1

You will now be redirected back to your current tasks.

OK

You will have to upload your documentation. Click 'Upload'

2023 - 2024 SAP Appeal


Below is the list of items the Office of Financial Aid needs you to complete for the satisfactory academic progress appeal process. Click on any section to view the detailed list of requirements.



▼ SAP Appeal

You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement:

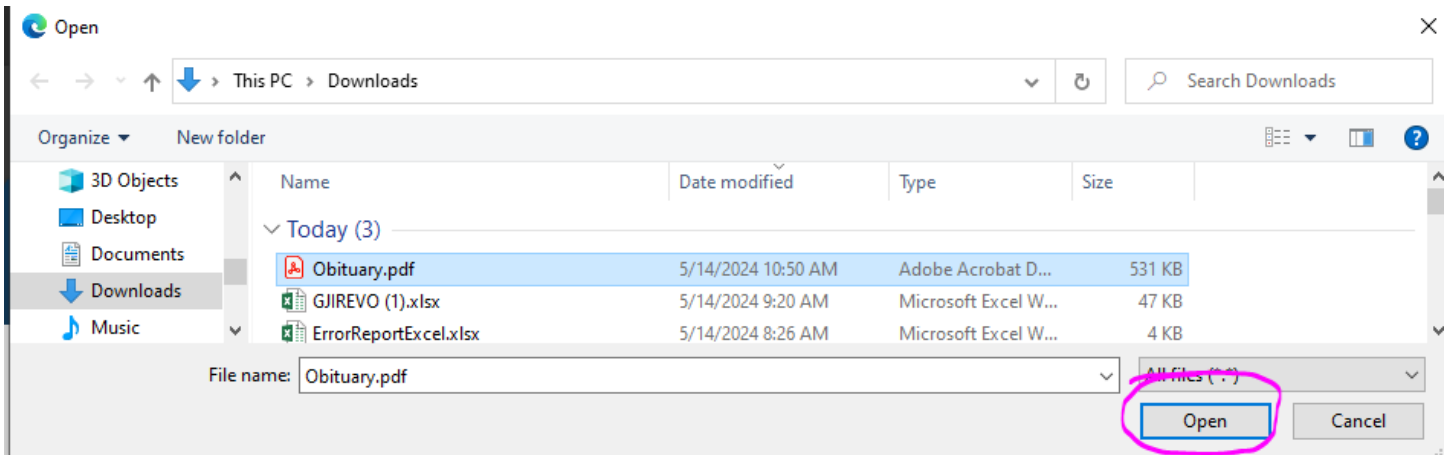
- Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress
- What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation
- The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future

You may be required to provide supporting documentation of your extenuating circumstances.

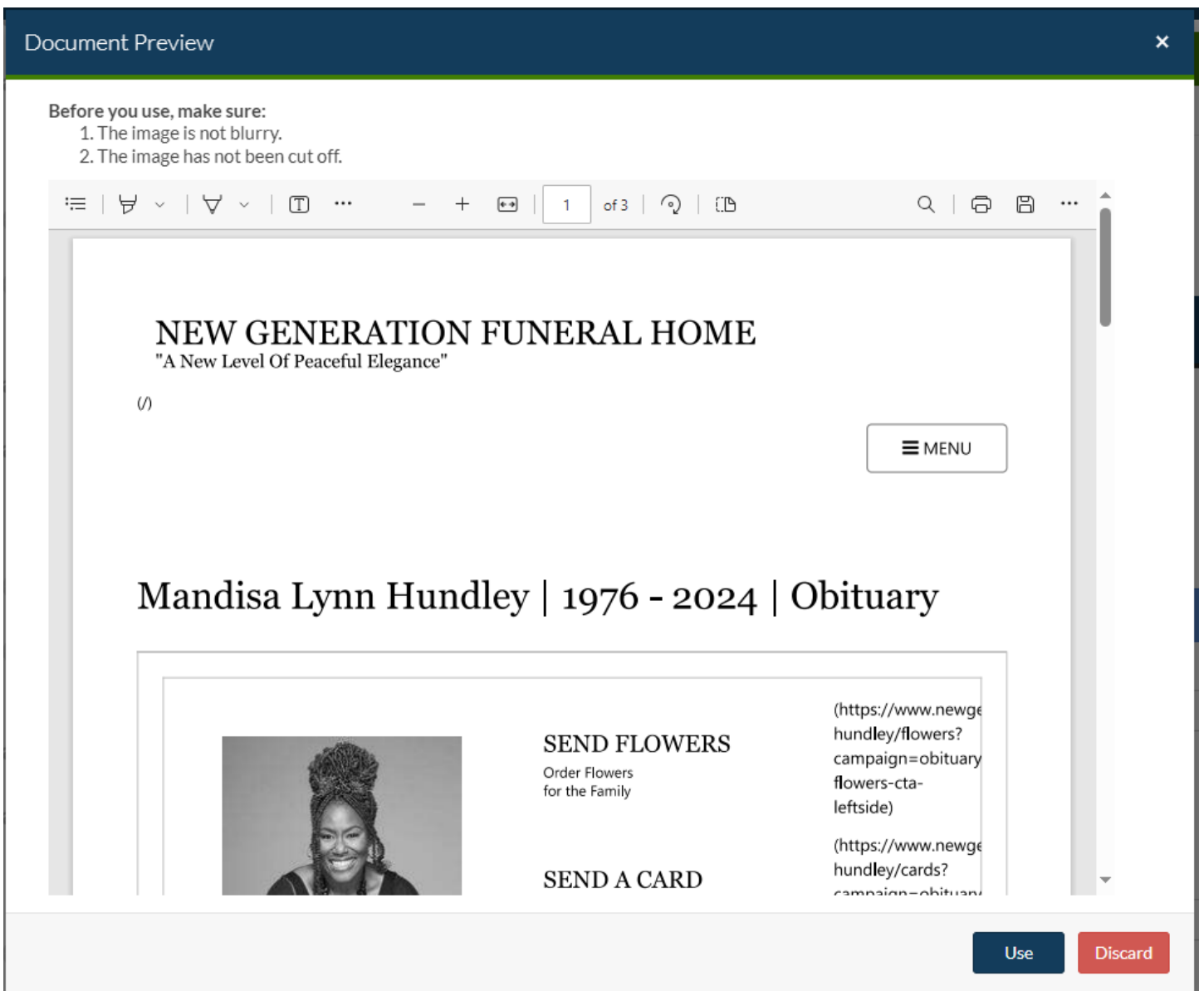
 My Grandmother passed away and I was unable to complete the semester.

<input checked="" type="checkbox"/> SAP Appeal Web Form 	<input type="button" value="📄 Fill Out"/>
Download	Date Filled Out
SAP Request Form.pdf	05/14/2024
<input type="checkbox"/> Upload Supporting Documentation 	<input type="button" value="↑ Upload"/>

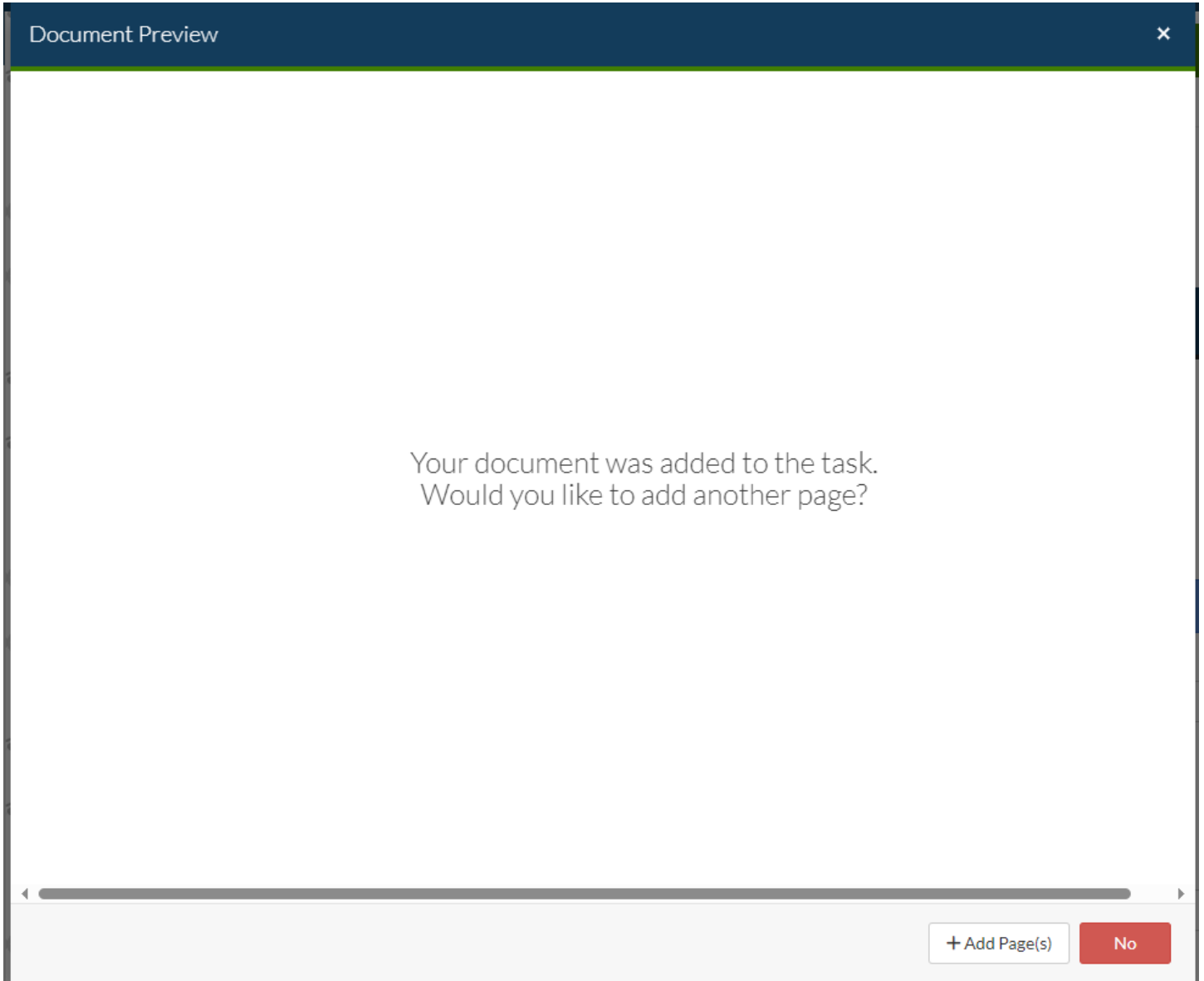
Navigate to your documentation. You can take pictures or scan, whatever is necessary.



You can view your document and decide to use or discard



You will then be asked if you want to add another page.



Once you have uploaded all of your documentation, you will see the 'submit' button turn blue

2023 - 2024 SAP Appeal

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SAP Appeal

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My Grandmother passed away and I was unable to complete the semester.

✓ SAP Appeal Web Form ? Fill Out

Download	Date Filled Out
SAP Request Form.pdf	05/14/2024

✓ Upload Supporting Documentation ? + Add Page(s)

Filename	Date Uploaded
Obituary.pdf	05/14/2024

Submit

Click submit – then Click 'Finish'

Needs Student Action > 2023 - 2024 SAP Appeal

2023 - 2024 SAP Appeal

After you click finish you will be prevented from making further changes while your files are being reviewed.

SAP Appeal ✓

Finish