



This packet must be completed by a student whose Veteran Education Benefits at LBCC are currently in **Suspension of Benefits** status in order to continue receiving benefits.

Completion of this packet does not guarantee that your appeal will be approved.

Name: \_\_\_\_\_ LBCC ID: \_\_\_\_\_

Major: \_\_\_\_\_ VA Benefit: \_\_\_\_\_

Advisor: \_\_\_\_\_

Term your status became Suspension of Benefits: \_\_\_\_\_

Term you would like to appeal to use benefits: \_\_\_\_\_

If your appeal is approved, you must complete ALL courses the approved term with a GPA of 2.0 or higher in order to continue to receive Veteran Education Benefits at LBCC.

When you submit your appeal, it must include:

- This packet filled out completely
- Student Success Plan & Resource Recommendations
- Education Plan (through Degree Works)
- Appeal Letter

You can submit your appeal packet at the Veterans Office during open office hours or via email to: [vetsoffice@linnbenton.edu](mailto:vetsoffice@linnbenton.edu). Only COMPLETE Appeals will be reviewed.

Appeals are reviewed within 2-weeks of submission.

Sign to acknowledge that you have read this page and understand:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LBCC Comprehensive Statement of Nondiscrimination**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information, see [Board Policy 1015](#), Title II, IX, & Section 504: Scott Rolen, CC-108, (541) 917-4425; Jill Childress, [jill.childress@linnbenton.edu](mailto:jill.childress@linnbenton.edu), LBCC, Albany, Oregon.

To report: [linnbenton-advocate.symplicity.com/public\\_report](http://linnbenton-advocate.symplicity.com/public_report)

## Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) standards at LBCC apply to students eligible VA Federal GI Bill® Benefits. SAP for VA Benefits is defined as passing a required number of hours (Completion Rate), and achieving a required grade point average (GPA). To be considered in good SAP a student must maintain a 70% Completion Rate and 2.0 GPA.

Completion Rate is calculated by dividing the cumulative number of credit hours earned by the cumulative number of credit hours attempted. Attempted hours are the credit hours that a student is enrolled in after the add/drop deadline.

Only courses for which a student received credit count towards completed hours. Passing grades are considered “A”, “B”, “C”, “D”, and “P” (Pass). Courses in which a student receives an “F”, “NP” (No Pass), “IN” (Incomplete), “W” (Withdraw), or “AU” (Audit) do not count towards completed hours.

**See the last page of this packet for instructions for accessing the following information**

Provide your Cumulative GPA:

<b>Cumulative GPA</b>

Enter your Cumulative Earned Hours & Attempted Hours to calculate Completion Rate:

<b>Earned Hours at LBCC</b>	÷	<b>Attempted Hours at LBCC</b>	=	<b>Completion Rate</b>
	÷		=	

Example: Earned Hours = 9, Attempted Hours = 15.  $Pace = 9 \div 15 = .60$ , therefore Completion Rate = 60%

Enter this information into the LBCC [SAP Calculator](#) to determine to find the following information:

<b>Projected Credits Earned to get 70%</b>	<b>Minimum Credits to Degree</b>	<b>Maximum Credits to 150%</b>

Sign to acknowledge that you have read this page and understand the requirements for Satisfactory Academic Standing at LBCC and that you understand your current completion rate and GPA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Student Success Plan & Resource Recommendations

**Academic Obstacles:** Identify and list up to three of your most difficult obstacles and how they are interfering with your academic success.

Obstacle	How does this obstacle interfere with your academic success? (be specific)
1.	
2.	
3.	

**Resource Recommendations:** Working with your academic advisor, determine some resources that could assist with your academic success.

Obstacle	Resource Recommendations
1.	
2.	
3.	

Use the information gathered on pages 2 & 3 of this packet to write your Appeal Letter.

# Appeal Letter

Please provide a signed letter that explains why you were not successful previously. In your letter please be specific about any mitigating circumstances that impacted your ability to make satisfactory progress **AND** indicate what actions you plan to implement to prevent or correct this situation in the future at LBCC.

Your Appeal Letter must include:

1. Explanation: A detailed statement (250 words or fewer) that explains how the extenuating circumstances prevented you from being successful.

Mitigating Circumstances: Per the VA, mitigating circumstances are defined as:

- Illness, injury, or death affecting the student or their immediate family
- Unavoidable change in employment
- Unavoidable employment related transfer
- Financial obligations beyond student's control
- Unanticipated active military service
- Unanticipated difficulties with childcare

2. Plan for Improvement: Provide a plan (250 words or fewer) that explains the strategies you will use to help you be successful in future terms. Consider, successful students know when they are off track and form new plans – and there is no “right” system for tracking your progress.

3. Documentation: Per the VA, appropriate documentation of your extenuating circumstances must accompany this appeal.

Examples of appropriate documentation include:

- Documentation from Health Care Provider(s), counselors, or social workers
- Police reports
- Death notices
- Court reports

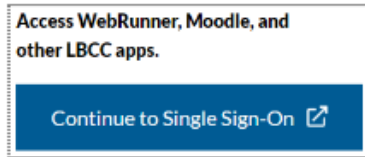
All documentation is kept in the student's file but is not sent to the VA. The student will receive notification from the VA if they require documentation of mitigating circumstances. It is the responsibility of the student to send all documentation to the VA.

Be aware: Letters from family members and friends do not constitute adequate documentation.

## Accessing Your Information in WebRunner GPA, Attempted Hours, and Earned Hours

You can view your term and cumulative GPA, Attempted Hours, and Earned Hours in WebRunner. Your Term GPA and Cumulative GPA are calculated at the end of each term.

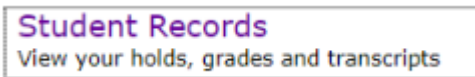
1. Log into your My LB Single Sign On:



2. Select WebRunner from your Apps page:



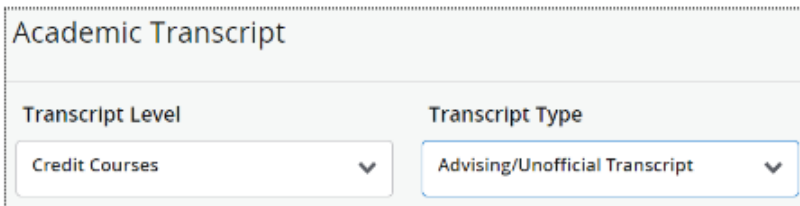
3. Select “Student Records”



4. Select “Unofficial Academic Transcript”



5. Select “Credit Courses” and “Advising/Unofficial Transcript”



6. Scroll to the most recent term, you want to consider the Cumulative hours and GPA.

Term Totals (Credit Courses)	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term	9.000	9.000	9.000	8.000	28.00	3.50
<b>Cumulative</b>	<b>123.000</b>	118.000	<b>118.000</b>	116.000	366.00	<b>3.15</b>

Enter Cumulative Attempt Hours, Earned Hours and GPA on Page 2 of this packet.

See next page for SAP Calculator information

7. Enter your information into the LBCC [SAP Calculator](#) found on the Financial Aid & Scholarships page

Enter this information from your WebRunner

## SAP CALCULATOR

Program Length:

	Attempted Hours	Earned Hours	GPA Hours	Quality Points
Total Institution	<input type="text" value="123"/>	<input type="text" value="84"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Transfer	<input type="text" value="0"/>	<input type="text" value="0"/>		
<b>Totals:</b>	123	84	<b>Current Cumulative GPA:</b>	

Remember – you want to use your Cumulative information.

Review the output information (in yellow box)

**Cumulative**

Projected Attempted Hours: 123  
Projected Earned Hours: 84  
Projected Completion Rate: 68.29% ←  
Projected New Cumulative GPA:

Check your calculations from Page 2

**Analysis**

- GPA  
Projected Credits of "A" to reestablish SAP: 1  
Projected Credits of "B" to reestablish SAP: 1

- COMPLETION  
Projected Credits Earned to get 70%: 8 ←  
Minimum Credits to Degree: 6 ←  
Maximum Credits to 150%: 12 ←  
Development Credits Remaining: 45

Enter this information on Page 2

**Standing**

Based on your projections for the term(s) above, you **will not** meet financial aid SAP standards.