

Complete and return this form to: Labouré College of Healthcare  
Attn: Office of the Registrar  
Email: Registrar@laboure.edu

Date	Student ID#	Student Name
Program	Phone	Student Email

SAP Policy

The Academic Affairs Satisfactory Academic Progress Policy can be found in the Labouré College of Healthcare Catalog. Satisfactory Academic Progress (SAP) is the measure of a student's overall academic progress. Labouré College of Healthcare has developed the following policy to comply with the federal regulations and standards. Students who do not meet these standards for one semester will be issued a warning. If SAP standards are not met after the warning period, then the student is placed on academic suspension. Students on academic suspension are no longer eligible to enroll in courses.

A student has the right to appeal an academic suspension due to mitigating circumstances such as, but not limited to, illness, military service, or a previously undiagnosed learning disability. The following have been completed for Division Chair or Dean approval:

- This appeal form must be submitted to [registrar@laboure.edu](mailto:registrar@laboure.edu). The form must be reviewed and signed by the student and an Academic Advisor.
- The student has met with an Academic Advisor to develop an Academic Progress Plan that will work to get the student back in good standing.
- The Academic Progress Plan is attached to this appeal form (can be sent as separate document in email).
- The student has submitted documentation verifying the special circumstances. e.g., doctor's letter, third-party letter. (can be sent as separate document in email)

The Division Chair or Dean will convene the Academic Progression Review Committee (APRC) to consider all appeals. The decision of the Appeals Committee is final. Notification of the decision is sent to the student's College email account and by mail. The student receives the notification within two (2) weeks of the date the appeal is received or after the semester's final grades have been posted. If the appeal is granted, the student is placed on probation. At the end of the appeal semester, the student's academic progress is reviewed. If the conditions of the appeal are not met, the student will be academically suspended from the College, pending review by the Division Chair or Dean. If the conditions of the appeal are met, the student continues to be eligible to enroll in classes. However, the conditions of the appeal are reviewed each semester until the student is making SAP. To receive financial aid during probation, students must follow all Financial Aid Satisfactory Academic Progress policies and procedures.

Student Signature

Please provide a brief statement regarding the basis of your SAP appeal:

By signing, I acknowledge that I have read this form and provided the appropriate documentation required for my SAP appeal. I have read the SAP Policy found in the Labouré College Catalog. I also understand that if my SAP appeal is granted, I will be placed on academic probation for one semester. At the end of the probation semester, if the approved conditions of this appeal are not met, I am aware that I will be dismissed from the college after Dean, Program Chair or APVAA review.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Academic Advisor Signature

By signing, I acknowledge that I have met with the student to create an Academic Progression Plan that, if followed, would result in the student being placed into SAP good standing.

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### APRC Recommendation

APRC has reviewed the student SAP appeal and voted to make the following recommendation:

Approved      Denied

Additional Comments:

APRC Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Program Dean, Chair, or AVPAA Approval

The Program Dean, Chair, or AVPAA has reviewed the student SAP appeal and decided the following:

Approved      Denied

Additional Comments:

Dean, Chair, or AVPAA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar Use Only

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_