



SATISFACTORY ACADEMIC PROGRESS APPEAL FORM AND PROCESS

STUDENT NAME: _____

LEE ID: _____

PHONE: _____

E-MAIL: _____

Semester and year you wish to attend or re-enroll: Fall _____ Spring _____ Summer _____

Semester and year last attended: _____ (The circumstance must have occurred during this term).

YOU MUST COMPLETE AND SUBMIT ALL STEPS BELOW (Incomplete appeals will be denied)

Step 1. Attach a written description of the circumstances that kept you from meeting the S.A.P. standards during the semester the incident occurred. (Documentation of situations that did not impact the semester you indicated above will not be considered in support of an appeal.)

Step 2. Attach documentation that supports the circumstance. (This documentation is required.)

Step 3. Attach a separate written plan describing the steps you will take to be academically successful if your appeal is approved.

Step 4. Complete **Annual Student Loan Acknowledgement** at <https://studentaid.gov/asla/>

- Date completed: _____ (Do Not Leave Blank)
- Loan Servicer: _____ (Do Not Leave Blank)

*Those who fail the **Maximum Hours Standard** will also need to submit a Graduation Plan signed by your advisor. The form can be found on our website at <https://www.leeuniversity.edu/wp-content/uploads/SAP-Graduation-Plan.pdf>

PLEASE indicate the basis for your appeal and the date it occurred (You must be able to submit documentation):

- Significant trauma or injury, physical illness or mental health issues to the student. Date: _____
- Serious illness/injury to an immediate family member of the student that required extended recovery time. Date: _____
- Death of a family member during the semester. Date: _____
- Other unexpected circumstances beyond the control of the student. Date: _____

I understand an appeal submitted without completing this form and Steps 1-4 will be denied. I have read and understand the information regarding the status of my appeal.

Student Signature: _____ **Date:** _____

Your appeal will be reviewed as quickly as possible. Check your e-mail for the outcome of your appeal.

APPEAL REVIEW & NOTIFICATION

- **If your appeal is approved**, you will be issued an Academic Plan/Student Contract with our office. You will receive it via e-mail. **Once you have signed and submitted the completed Academic Plan/Student Contract, you will be placed on Financial Aid Probation for one semester and offered the aid for which you are eligible.** If the academic plan requirements are not met, you will once again be placed on Financial Aid Suspension.
- **If your appeal is denied, or you fail to adhere to your Academic Plan**, you will stay on Financial Aid Suspension, and will be responsible for paying your student bill without federal financial aid until you meet Academic Progress Standards or can appeal based upon a different reason and documentation.

Because you have failed one or more of the standards below, Federal regulations state that you cannot be awarded federal financial aid without documenting the reason you were unable to make S.A.P., and a written plan that you can make satisfactory academic progress in future semesters.

Student Eligibility for Federal Financial Aid is contingent upon the student's ability to meet the following Satisfactory Academic Progress (S.A.P.) Standards:

- **GPA Standard:** Undergraduate students must maintain the following cumulative grade point averages to be considered making satisfactory academic progress.

<u>Total Hours Attempted</u>	<u>Minimum Required G.P.A.</u>
0 – 29	1.5
30 – 59	1.7
60 and above	2.0

- **Pace of Progression Standard** - Complete 67% of all credit hours attempted.
- **Maximum Hours Standard** - *Credit hours for completion of degree must not exceed 150% of academic program length requirements. A student becomes ineligible for federal aid when it becomes mathematically impossible to complete the program within 150% of its length. Note: Those who fail this standard must submit a SAP Graduation Plan signed by advisor and student.
- **Academic Plan/Student Contract** - Students on Financial Aid Probation, after having an appeal approved, must comply with conditions outlined in the Academic Plan/Student Contract based on the standard(s) failed.

PLEASE NOTE:

Appeal forms submitted without supporting documentation will be denied. Information submitted to the Financial Aid Office is covered under Privacy laws, and will not be shared with those who do not have the need or authorization to view.