



SATISFACTORY ACADEMIC PROGRESS APPEAL FORM AND PROCESS

STUDENT NAME: _____

LEE ID: _____

PHONE: _____

E-MAIL: _____

Semester and Year for which you are seeking aid:

Fall _____

Spring _____

Summer _____

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 below will not be considered in support of an appeal.)

Step 2. Attach documentation that supports circumstance.

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

Step 4. Complete Financial Awareness Counseling at studentloans.gov Date completed: _____ (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 leeuniversity.edu/financial-aid/forms.aspx

PLEASE indicate the basis for your appeal and semester it occurred:

- Significant trauma or injury, physical illness or mental health issues to the student.
Fall _____ Spring _____ Summer _____
Serious illness/injury to an immediate family member of the student that required extended recovery time.
Fall _____ Spring _____ Summer _____
Death of a family member during the semester.
Fall _____ Spring _____ Summer _____
Other unexpected circumstances beyond the control of the student.
Fall _____ Spring _____ Summer _____
**Re-enrolling after a minimum 2 year break. Term and year last enrolled _____

**For students readmitting (Minimum 2 year break) who were placed on Federal Financial Aid Suspension due to unsatisfactory academic progress at that time, Step 2 may be omitted if necessary. You will be notified if it is required.

APPEAL REVIEW & NOTIFICATION

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.

- **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.

Reason for Appeal: <input type="checkbox"/> GPA	<input type="checkbox"/> Pace of Progression	<i>Financial Aid Office Use Only</i>	<input type="checkbox"/> Maximum Timeframe	Decision: <input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Comments: _____					
Date Student Notified & Status Recorded on Student's Financial Aid File: _____					

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 – 89	1.9
90 – 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. Undergraduate students – Must attempt less than 180 credit hours before receiving degree. Note: Those who fail this standard will need to submit a SAP Graduation Plan signed by advisor.
- **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.

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

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.