



## Standards of Academic Progress Appeal Information Spring 2015

Students receiving financial aid are required to maintain Satisfactory Academic Progress (SAP) according to federal regulations. Academic progress at Lakeland is measured in four ways at the end of each term:

1. Maintaining the required 2.00 cumulative grade point average (GPA).
2. Successful completion of at least 67% of the total credit hours attempted.
3. Completion of the degree or certificate within 150% of the credit hours required for the program. (maximum timeframe)
4. Students who have GPA hours and have a 0.00 GPA for the semester will be ineligible for future financial assistance.

If your eligibility for federal and/or state financial aid has been terminated because you are not meeting one of the requirements of the Standards of Academic Progress Policy, you have the right to appeal that termination. The Appeal Committee will consider appeals based on extenuating circumstances that prevented you from successfully meeting these standards. **The decision of the Appeal Committee is final.**

### **To appeal your ineligibility for federal and/or state financial aid you must:**

- Complete the Standards of Academic Progress Appeal form.
- Provide written explanation of the extenuating circumstance(s) that occurred during the semester(s) of attendance that prevented you from successfully meeting the Standards of Academic Progress.
- Explain what has changed with your situation that is going to allow you to meet satisfactory academic progress at the next evaluation.
- Provide supporting documentation from a professional third party, (i.e., employer, doctor, etc.). If your extenuating circumstances includes a situation that involves another person, you must include documentation of their relationship to you. If your extenuating circumstance involves the death of a relative or family friend, a copy of the death certificate must be provided. The Appeal Committee will only review the materials that you provide; therefore, it is your responsibility to thoroughly document your appeal. Be sure to provide documentation for all extenuating circumstances.
- Submit your appeal by the deadlines listed on the appeal form. (See other side)

### **Incomplete Appeals or Missed Deadlines**

Incomplete appeals or appeals submitted after the deadline will not be reviewed. To be considered for financial aid for future semesters a new appeal must be submitted.

### **Notification**

You will receive notification via your Lakeland email regarding the decision of your appeal.

### **Important Information Concerning your Tuition Charges**

It may take 15 business days or more after an appeal is submitted to the Financial Aid Office before a decision is made. If a decision has not been made on your appeal by the time your tuition is due, you must make payment arrangements with the Cashier's Office or you may be deleted from your registered classes for non-payment. Keep in mind, if your appeal is denied, you are responsible for any charges on your account.



Lakeland ID Number

--	--	--	--	--	--	--	--

Name \_\_\_\_\_

Phone \_\_\_\_\_

**Since you have not met the Standards of Academic Progress, you must explain and document the reasons pertaining to each term that contributed to you not meeting the minimum standards.**

**Deadline to submit appeal for Spring 2015:**

1st and Full Term Session                      January 10 (enrolled in at least one 1st or Full Term class)

2nd Session ONLY                                      March 14 (not enrolled in ANY 1st or Full Term classes)

**Current Major:** \_\_\_\_\_ **Expected Graduation Date:** \_\_\_\_\_

**Types of Appeal (check all that apply)**

\_\_\_\_\_ My grade point average is below 2.00.

\_\_\_\_\_ I have not earned at least 67% of the credit hours for which I have attempted.

\_\_\_\_\_ I failed all courses for which I was enrolled.

**Initial (do not check) each line indicating you have read and understand each statement.**

\_\_\_\_\_ I understand my appeal for Spring 2015 must be submitted to the Financial Aid Office by the deadline listed above to be considered.

\_\_\_\_\_ I know/understand the reason(s) why I need to submit this appeal.

\_\_\_\_\_ I understand if I don't attach a written statement **and** the required supporting documentation my appeal will not be reviewed.

\_\_\_\_\_ I understand my written statement **must** include what changes have occurred in my situation that are going to allow me to meet satisfactory progress at the next evaluation.

\_\_\_\_\_ I understand if a decision has not been made on my appeal by the time my tuition is due, I must make payment arrangements with the Cashier's Office or I may be deleted from my registered classes for non-payment.

\_\_\_\_\_ I understand that if my appeal is denied and I have signed up for the Tuition Loan Plan, I am responsible for any charges on my account.

\_\_\_\_\_ I understand the decision of the Appeal Committee is final.

\_\_\_\_\_ I understand that it may take 15 business days or more for a decision to be made on my appeal.

\_\_\_\_\_ I understand I will receive a response via my Lakeland email once a decision has been made.

By signing this worksheet, I certify that all the information reported to qualify for federal and state student aid is complete and correct. I also certify that I am aware and understand the Standards of Academic Progress Policy and Appeal procedures.

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

**OFFICE USE ONLY**

Approved

- Probation (PROB)       Academic Plan (ACPLAN)

Denied

- No documentation                                       No other appeals on file  
 No written statement                                       Previous appeals & type: \_\_\_\_\_  
 No extenuating circumstances  
 Denied    Attempted \_\_\_\_\_    Earned \_\_\_\_\_    with \_\_\_\_\_ GPA.

Comments \_\_\_\_\_

\_\_\_\_\_ init & date