



## Standards of Academic Progress Appeal Information Summer 2016

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. All documents must be official and from third party professionals (not originating from the student, family or friends). Examples of third party professionals include employers, doctors, judges, government officials, and clergy. Letters of documentation need to be on agency letterhead and/or notarized. If your extenuating circumstance includes a situation that involves another person, you must provide documentation of their relationship to you. 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 for each term.
- 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 e-mail regarding the decision of your appeal. It may take 15 business days or more after an appeal is submitted to the Financial Aid Office before a decision is made.

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

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

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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 Summer 2016:**

1st Summer Session	May 23
Full Summer Session	June 13
2nd Summer Session	June 29

**Reason for 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. (See Appeal Information/Instructions for details)**

- \_\_\_\_\_ I understand my appeal for Summer 2016 must be submitted to the Financial Aid Office located in the Student Service Center 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 form, 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's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Approved

- Probation (PROB)
- Academic Plan (ACPLAN)
- Not needed due to grade change

Incomplete

- No documentation
- No written statement

Email Sent
Init/date _____

- No other appeals on file
- Previous appeals \_\_\_\_\_

Denied

- Reason and/or docs are insufficient
- Other

NAI: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_ Init & date